



COUNTY OF LOS ANGELES
REGIONAL PARK AND OPEN SPACE DISTRICT
REQUEST FOR INFORMATION

**Development and/or Implementation of an
Enterprise Grants Management System**

RFI# RPOSD-GMS-RFI24

January 2, 2024

Prepared By:

County of Los Angeles Regional Park and Open Space District

Available on the internet at

<http://camisvr.co.la.ca.us/lacobids/>

"Parks Make Life Better"

REQUEST FOR INFORMATION

DEVELOPMENT AND/OR IMPLEMENTATION OF AN ENTERPRISE GRANTS MANAGEMENT SYSTEM

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1.0 INTRODUCTION

This is a Request for Information (RFI) ONLY; this is NOT a solicitation.

- 1.1 The County of Los Angeles (County), Regional Park and Open Space District (RPOSD) is seeking to replace its existing on-line Grants Management System (GMS) with a new commercial off the shelf GMS that is also configurable to meet RPOSD's business objectives. The current GMS is under contract and set to expire effective December 31, 2024.
- 1.2 This RFI is for research purposes only and may consist of an oral presentation, a demonstration, and/or material in electronic and print media; it is not a competitive solicitation and will not directly result in a contract for the services described.
- 1.3 Information received in response to this RFI may, in RPOSD's sole discretion, be used in preparation of an RFP, IFB or another competitive solicitation process.
- 1.4 Vendors who wish to offer their services for consideration are requested to submit relevant information, as outlined in Section 4.0, Information Requested, of this RFI.
- 1.5 Vendors of interest are those who can demonstrate their ability and qualifications to successfully provide the required services.
- 1.6 RPOSD will review the responses to this RFI to learn as much as possible about potential interest of vendors for the development and/or implementation of a new GMS.

2.0 BACKGROUND

RPOSD is a California Special District established pursuant to Section 5506.9 of the Public Resource Code with the Board of Supervisors of the County of Los Angeles acting as the governing body, Board of Directors, (the "Board") of RPOSD. To maintain transparency and accountability to the public and fairness to its various grant recipients, RPOSD operates as an independent agency of the County, with the District Administrator reporting directly to the Director of Parks and Recreation.

Since its inception in 1992, RPOSD has awarded more than \$1.6 billion in grants to cities, County Departments, State and Local Agencies and Community-based Organizations for projects to improve and rehabilitate our parks, recreational facilities, trails, and open space lands. On November 8, 2016, voters approved

Measure A, which provides an estimated \$110 million annually for park projects and programs which started in fiscal year 2018-19, through a parcel tax levied by RPOSD.

3.0 REQUIREMENTS SUMMARY

RPOSD aims to achieve, at a minimum, the following:

- Develop and/or implement a Commercial Off-the Shelf integrated GMS that is customizable per RPOSD's requirements. The new GMS is to be used exclusively for the management of all grant funding opportunities including all aspects of grant funding applications, management of accounts, tracking of revenue and expenditures, and capturing inventory data sets.
- Streamline current business processes to improve greater operational efficiency.
- Facilitate accurate and on-demand data exchanges with stakeholders to ensure data integrity and minimize operational impact resulting from data errors.
- Improve public service by providing functionality for on-line inquiries and requests.
- Cleanse and migrate data to the new and/or improved on-line system.
- Improve system validations to minimize input errors, prevent processing of duplicate files, and facilitate reconciliations.
- Improve automation of transactions and approval workflows to minimize paper forms and working in efficiency.
- Leverage modern cloud, authentication and integration techniques to improve scalability, maximize security and minimize data errors.

4.0 INFORMATION REQUESTED

Vendors who have interest in the development and/or implementation of a new GMS are requested to submit a letter of interest and an information packet describing their experience in the development and/or implementation of a similar system and proposed services to be provided. The letter of interest should identify the document as a response to this RFI stating the exact name of the RFI (RPOSD-GMS-24) and include the vendor's name, title, address, telephone, and email of the person or persons to be used for contact and who are to be authorized to represent the firm. The information packet should provide a summary of operational methodologies that include:

- 4.1 Vendor's qualifications and experience to perform the requested GMS service.

- 4.2 A description of the vendor’s implementation plan including high-level project schedule for the following required services:
 - 4.2.1 Project Initiation and Management to execute the required services;
 - 4.2.2 Requirements Validation;
 - 4.2.3 Requirements Fit evaluation and gap analysis;
 - 4.2.4 Security Design;
 - 4.2.5 Design and Configure the Solution;
 - 4.2.6 Technical Build;
 - 4.2.7 Data Conversion and Migration, including approximate timeframe for completion;
 - 4.2.8 Testing;
 - 4.2.9 Organizational Change Management and Training;
 - 4.2.10 Deployment and cutover; and
 - 4.2.11 Acceptance and Warranty Period.
- 4.3 A description of the Vendor’s System Support Services, as follows:
 - 4.3.1 System Support Services; and
 - 4.3.2 Service Level Agreement.
- 4.4 A description of any recommendations that could benefit the overall services to be provided by the new GMS and not requested.
- 4.5 Vendor’s overall estimated cost associated with the development and/or implementation of a new GMS which includes the above-mentioned requirements.

5.0 VENDOR RESPONSES

- 5.1 Responses to this RFI will be accepted in person, by email, delivery system, or United States Postal Service (USPS) only. Responses to this RFI must be submitted to the location below no later than:

Wednesday, January 24, 2024, 12:00 pm (Pacific Time)

County of Los Angeles
Department of Parks and Recreation
Regional Park and Open Space District
1000 South Fremont Avenue
Building A-9 East, Unit #40, Ground Floor
Alhambra, CA 91803
Attention: Maria R. Trujillo
mrtrujillo@rposd.lacounty.gov

If delivering in person, please check-in at the Human Resources Office on the first floor. Ensure you have plenty of time to arrive, park, and check-in.

- 5.2 RPOSD encourages all potential service providers to submit a response consistent with the content and instructions provided in Section 4.0, Information Requested.

6.0 OTHER INFORMATION

- 6.1 Responses to this RFI shall become the exclusive property of the County. Respondents should be aware that the information submitted in response to this RFI will be analyzed and will become a matter of public record, with the exception of those parts of each response to the RFI, which are legitimately defined by a vendor as business or trade secrets, and are clearly marked as “Trade Secret,” “Confidential,” or “Proprietary.”
- 6.2 RPOSD shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required under the California Public Records Act or otherwise by law. **A blanket statement of confidentiality or the marking of each page of an RFI response as confidential shall not be deemed sufficient notice of exception. The vendor(s) must specifically label only those provisions of the information which are legitimately “Trade Secrets,” “Confidential,” or “Proprietary” in nature.**
- 6.3 This is a request for information ONLY; this is not a solicitation. Respondents to this RFI may be notified by RPOSD of any future solicitations in relation to the development and/or implementation of a Grants Management System.