BOARD MEETING DATE: April 3, 2020   AGENDA NO. 25

REPORT: Status Report on Major Ongoing and Upcoming Projects for
                 Information Management

SYNOPSIS: Information Management is responsible for data systems
                 management services in support of all South Coast AQMD
                 operations. This action is to provide the monthly status report on
                 major automation contracts and planned projects.

COMMITTEE: No Committee Review

RECOMMENDED ACTION:
Receive and file.

                                            Wayne Nastri
                                            Executive Officer

Background
Information Management (IM) provides a wide range of information systems and
services in support of all South Coast AQMD operations. IM's primary goal is to
provide automated tools and systems to implement Board-approved rules and
regulations, and to improve internal efficiencies. The annual Budget and Board-
approved amendments to the Budget specify projects planned during the fiscal year to
develop, acquire, enhance, or maintain mission-critical information systems.

Summary of Report
The attached report identifies each of the major projects/contracts or purchases that are
ongoing or expected to be initiated within the next six months. Information provided for
each project includes a brief project description and the schedule associated with known
major milestones (issue RFP/RFQ, execute contract, etc.).

Attachment
Information Management Status Report on Major Ongoing and Upcoming Projects
During the Next Six Months

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
Office 365 Implementation	Acquire and implement Office 365 for South Coast AQMD staff	$350,000	• Pre-assessment evaluation and planning completed • Board approved funding on October 5, 2018 • Developed implementation and migration plan • Acquired Office 365 licenses • Implemented Office 365 email (Exchange) and migrated all users • Trained staff in Office 365 Pro Plus desktop software • Implemented Office 365 Pro Plus, Office Web, and OneDrive for Business	• Implement Office 365 internal website (SharePoint) and migrate existing content
Permitting System Automation Phase 1	New Web application to automate the filing of permit applications with immediate processing and issuance of permits for specific application types: Dry Cleaners, Gas Stations, and Automotive Spray Booths	$694,705	• Automated 400A form filing, application processing, and online permit generation for Dry Cleaner, Automotive Spray Booth, and Gas Station Modules deployed to production • Enhanced processing of school locations with associated parcels • Deployed upgraded GIS Map integration and enhanced sensitive receptor identification and distance measurement work	• Continue Phase 1.1 project outreach support

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
Permitting System Automation Phase 2	Enhanced Web application to automate filing of permit applications, Rule 222 equipment and registration for IC engines; implement electronic permit folder and workflow for internal South Coast AQMD users	$525,000	- Board approved initial Phase 2 funding December 2017 - Phase 2 project startup and detail planning completed May 2018 - Business process model approved - Board approved remaining Phase 2 funding October 5, 2018 - Permitting Automation Workflow/Engineer shadowing/interviewing completed - Report outlining recommendations for automation of Permitting Workflow completed - Developed application submittals and form filing of the first nine of 32 400-E forms - Application submittals and form filing for 23 types of equipment under Rule 222 ready for User Testing - Deployed to production top three most frequently used R222 forms: Negative Air Machines, Small Boilers, and Charbroilers	- Complete User Testing for first nine 400-E forms - Complete User Acceptance Testing (UAT) and Deployment of remaining twenty-three R222 forms to production

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
Document Conversion Services	Document Conversion Services to convert paper documents stored at South Coast AQMD facilities to electronic storage in OnBase	$83,000	• Released RFQ October 5, 2018 • Approved qualified vendors January 4, 2019 • Executed purchase orders for scanning services • Converted over 1,207,500 rule administrative record documents	• Convert over 2,000,000 contract documents
Replace Your Ride (RYR)	New Web application to allow residents to apply for incentives to purchase newer, less polluting vehicles	$301,820	• Phase 2 Fund Allocation, Administration and Management Reporting modules deployed and in production • Final Phase 2 user requested enhancements: VIN Number, Case Manager, Auto e-mail and document library updates deployed to production • Phase 3 moved to production • Implemented Electric Vehicle Service Equipment and other requested modifications	• Implementation of RYR and PeopleSoft Financial integration module

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
South Coast AQMD Mobile Application Enhancements	Enhancement of Mobile application with addition of advance notification, alternative fuel station search, media integration, infrastructure for hourly migration, and performance improvements	$100,000	• Project charter released • Task order issued, evaluated and awarded • Code development of Phase 1, alternative fuel, media integration, and performance improvements completed • User Acceptance Testing of Phase 1 completed • Completed deployment to both Apple and Google App stores	• Production support and outreach • Develop vision and scope for next phase of enhancements •
Legal Division New System Development	Develop new web-based case management system for Legal Division to replace existing system	$500,000	• Task order issued, evaluated and awarded • Project charter finalized • Business Process Model completed • Sprint 1, 2 and 3 functional and system design completed • Testing of Sprints 1–3: NOVs, MSPAP, settlements, civil and small claims completed • Sprint 4 functional and design requirements: criminal, bankruptcy, non-NOV cases and check registers completed • Sprint 5 functional and design requirements– investigative assignments completed • Deployed IM servers and User Testing for Sprints 1-5 modules • OnBase and finance integrated • User Acceptance Testing completed	• Sprint 6 development, reports, and data migration • Parallel testing before final production

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
Flare Event Notification – Rule 1118	Develop new web-based application to comply with Rule 1118 to improve current flare notifications to the public and staff	$100,000	- Project charter released - Task order issued, evaluated and awarded - Requirement gathering and design for Sprint 1, 2, and 3 completed - Sprint 4 and Public Portal implementation completed - Major incident notification deployed - Refinery user training completed - Application demo completed - Deployed to production on December 12, 2019 including major incident reporting on public portal	Phase II (administrative and reporting pages) development

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
AQ-SPEC Cloud Platform	Develop a cloud-based platform to manage and visualize data collected by low-cost sensors	$385,500	- Project charter released - Task order issued, evaluated, and awarded - Business requirements gathering completed - System architecture, data storage, and design data ingestion completed - Data transformations, calculations, and averaging completed - Dashboards, microsites, and data migration completed - Release 2 User Acceptance Testing completed	Deployment to production
PeopleSoft Electronic Requisition	South Coast AQMD is implementing an electronic requisition for PeopleSoft Financials. This will allow submittal of requisitions online, tracking multiple levels of approval, electronic archival, pre-encumbrance of budget, and streamlined workflow	$75,800	- Project charter released - Task order issued, evaluated, and awarded - Requirement gathering and system design completed - System setup and code development and user testing for Information Management completed - System setup and code development and User Acceptance Testing completed for AHR (Administrative and Human Resources)	- Deployment to IM and AHR divisions - Integrated User Testing for other divisions

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
Rule 1403 Enhancements	The Rule 1403 web application automates the Rule 1403 notification process. Enhancements to the system are now required to streamline the process and meet the new rule requirements	$68,575	- Project charter released - Task order issued, evaluated and awarded - Business requirements gathering completed - Development of Phase 1 completed - Development of Phase 2 completed	- Complete System Integration Testing and User Acceptance Testing - System deployment to production
Renewal of HP Server Maintenance & Support	Purchase of maintenance and support services for servers and storage devices	$120,000		- Board Letter for HP server maintenance and support approved April 3, 2020 - Execute contract April 30, 2020
Renewal of OnBase Software Support	Authorize the sole source purchase of OnBase software subscription and support for one year	$140,000		- Request Board approval May 1, 2020 - Execute contract July 15, 2020
Phone System Upgrade	Upgrade the SCAQMD Cisco Unified Communications Phone System	$375,000		- Release RFQ May 1, 2020 - Request Board approval of vendor selection September 4, 2020 - Execute purchase October 2, 2020 - Complete phone system upgrades April 30, 2021

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
Oracle PeopleSoft Software Support	Authorize sole source purchase of Oracle PeopleSoft software support and maintenance for the integrated Finance/HR system	$375,000		• Request Board approval June 5, 2020 • Execute contract July 15,2020
Cybersecurity Assessment	Perform a cybersecurity risk assessment, maturity assessment, and penetration testing	$100,000		• Release RFP July 3, 2020 • Award Contract September 4, 2020 • Complete Cybersecurity assessment January 29,2021

Projects that have been completed within the last 12 months are shown below.	
Completed Projects	
Project	Date Completed
Data Cable Infrastructure Installation	February 31, 2020
Prequalify Vendor List for PCs, Network Hardware, etc.	February 7, 2020
Mobile Application enhancements including Spanish language	January 23, 2020
Annual Emissions Reporting System	December 31, 2019
Rule 1180 Fence Line Monitoring web site	December 31, 2019
Online filing of Rule 222 – Negative Air Machines, Small Boilers, and Charbroilers modules	December 13, 2019
Flare Notification System	December 12, 2019
Volkswagen Environmental Mitigation Application Filing Portal	December 7, 2019
CLASS Database Software Licensing and Support	November 30, 2019
Office 365 Suite Implementation of File Storage (OneDrive for Business)	November 22, 2019
Ingres Database Migration to Version 11	August 23, 2019
Renewal of OnBase Software Support	July 15, 2019
Telecommunications Service	July 15, 2019
AB 617 – Community Monitoring Data Display Web Application	July 9, 2019
Online filing of Rule 1415 – Reduction of Refrigerant Emissions System	June 5, 2019
South Coast AQMD Mobile Application for Android devices	May 30, 2019
Renewal of HP Server Maintenance & Support	April 30, 2019
Implementation of Enterprise Geographic Information System (EGIS) Phase II	March 11, 2019
FIND (Facility INformation Detail) upgrade	February 21, 2019