BOARD MEETING DATE: November 6, 2020   AGENDA NO. 15

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 item is to provide the monthly status report on
                 major automation contracts and planned projects.

COMMITTEE: Administrative, October 6, 2020, Reviewed

RECOMMENDED ACTION:
Receive and file.

Wayne Nastri
Executive Officer

RMM:MAH:XC:dc

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.

In light of COVID-19 and the related budget impact, we are evaluating all of our
projects and delaying non-critical projects as long as possible.

Summary of Report
The attached report identifies 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

ATTACHMENT
November 6, 2020 Board Meeting
Status Report on Major Ongoing and Upcoming Projects for Information Management

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 • Deployed new version of On Line Application Filing (OLAF) that includes Rule 212(c)(1) Implementation Guidance	• 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 - Board approved remaining Phase 2 funding October 5, 2018 - Completed report outlining recommendations for automation of Permitting Workflow - Developed application submittals and form filing for first nine of 32 400-E forms - Completed 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 Rule 222 forms: Negative Air Machines, Small Boilers, and Charbroilers	- Complete User Testing for first nine 400-E forms - Complete User Acceptance Testing and Deployment to production of Emergency IC Engines Form (EICE-RE) - Complete User Acceptance Testing and Deployment of remaining 22 Rule 222 forms to production - Complete requirements gathering for Phase II of the project (an additional 10 400-E-XX forms)
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 - User Acceptance Testing completed - User Training completed - Parallel testing completed - Deployed to production	Phase II Requirements

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
Replace Your Ride (RYR)	New Web application to allow residents to apply for incentives to purchase newer, less polluting vehicles	$301,820	• Phase 2 and 3 Fund Allocation, Administration, Management Reporting modules, VIN Number, Case Manager, Auto e-mail and document library updates deployed and in production • Implemented following modifications: Electric Vehicle Service Equipment, email templates, call center hours, additional incentive amounts, VIN Number scramble modifications and replacement option choices to allow staff to process application more efficient • Implemented RYR and PeopleSoft Financial integration module	• User Acceptance for web edits
South Coast AQMD Mobile Application Enhancements	Enhancement of Mobile application from SRA based map to grid map. This grid map will allow users to see AQI at a finer resolution.	$100,000	• Vision and scope completed • Project charter released • Task order issued, evaluated and awarded • Project kick off completed • User Interface design completed • Code Development completed	• Migrate Gridded Air Quality Calculation to enterprise architecture • User Acceptance Testing

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 - Major incident notification deployed - Refinery user training completed - Deployed to production on December 12, 2019 including major incident reporting on public portal - Phase II development on administrative and reporting pages completed - Completed Phase II User Acceptance Testing - Demonstrated Phase II to EO/EC	Training for Refinery staff on Sept 22-23, 2020
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 Administrative and Human Resources completed - System setup for Technology Advancement Office completed	- Deployment to IM and AHR Divisions - TAO training Integrated User Testing for other divisions

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 completed	Support public outreach for AQ-SPEC Platform
VW Environmental Mitigation Action Plan Project	CARB has assigned South Coast AQMD to develop web applications for two projects: Zero-Emission Class 8 Freight and Port Drayage Truck Project and Combustion Freight and Marine Project. The agency is also responsible for maintaining a database that will be queried for reporting perspectives for CARB	$355,000	- Draft Charter Document issued - Project Initiation completed - Task order issued - Deployed Phase I to production - Phase II to production – Messaging, Evaluation, and Administration - Development of evaluation module and calculation module completed - Phase III - ZE Class 8 Application Deployed to production	Development of Phase III – Ranking Contracting, and Inspection

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
CLASS Database Software Licensing	Purchase Actian Ingres database software licensing, support and maintenance for the CLASS system for one-year period (November 30, 2020 through November 30, 2021)	$277,200	• Board approval October 2, 2020	• Execute contract November 30, 2020
Cybersecurity Assessment	Perform a cybersecurity risk assessment, maturity assessment, and penetration testing	$100,000 (not included in FY 2020-21 Budget)		• Release RFP December 4, 2020 • Award Contract February 5, 2021 • Complete Cybersecurity assessment May 31, 2021
Source Test Tracking System	South Coast AQMD will implement an Online Source Test Tracking System to keep track of timelines, as well as quantify the number of test protocols and reports received. The Source Test Tracking System will provide an external online portal to submit source testing protocols and reports, ability to track the review process, and provide integration to all other business units for all source test protocols and report submitted. It will also provide an external dashboard to review the status of a submittal	$250,000	• Project Charter approved • Project Initiation completed • Task Order issued • Project Kick-off completed • User requirements gathering for Source Testing and Engineering & Permitting Divisions completed • User requirements gathering for Compliance & Enforcement and Planning Divisions completed • Development of Full Business Process Model of the To-Be system completed • Development of screens mock-ups for the system completed.	• Approve proposal for system development • Review proposed automation with EQUATE group • Review proposed automation with Stationary Source Committee • Begin development of Source Test Tracking System

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
Renewal of HP Server Maintenance & Support	Purchase of maintenance and support services for servers and storage devices	$140,000		• Board Letter for HP server maintenance and support on April 2, 2021 • Execute contract April 30, 2021
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 7, 2021 • Execute contract July 15, 2021

Projects that have been completed within the last 12 months are shown below.	
Completed Projects	
Project	Date Completed
Volkswagen Environmental Mitigation Administration Zero Emission Class 8	August 18, 2020
Ingres Actian X database migration	August 17, 2020
Rule 1403 Enhancement	July 1, 2020
Legal Office System	June 17, 2020
Document Conversion Services	June 30, 2020
Oracle PeopleSoft Software Support	June 5, 2020
Renewal of OnBase Software Support	May 1, 2020
Public Facing Permit Application Status Dashboard	May 1, 2020
Mobile Application Enhancement – Hourly Forecast	April 29, 2020
Renewal of HP Server Maintenance & Support	April 30, 2020
Rule 1180 Fence Line Monitoring Web Site Enhancements	April 3, 2020
Volkswagen Environmental Mitigation Administration and Communication Module	March 3, 2020
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 Website	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