

BOARD MEETING DATE: April 2, 2021

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

COMMITTEE: Administrative, March 12, 2021, Reviewed

RECOMMENDED ACTION:  
Receive and file.

Wayne Natri  
Executive Officer

RMM:MAH:XC:dc

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### **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**  
**April 2, 2021 Board Meeting**  
**Status Report on Major Ongoing and Upcoming Projects for Information Management**

<b>Project</b>	<b>Brief Description</b>	<b>Estimated Project Cost</b>	<b>Completed Actions</b>	<b>Upcoming Milestones</b>
Office 365 Implementation	Acquire and implement Office 365 for South Coast AQMD staff	\$350,000	<ul style="list-style-type: none"> <li>• Pre-assessment evaluation and planning completed</li> <li>• Board approved funding on October 5, 2018</li> <li>• Developed implementation and migration plan</li> <li>• Acquired Office 365 licenses</li> <li>• Implemented Office 365 email (Exchange) and migrated all users</li> <li>• Trained staff in Office 365 Pro Plus desktop software</li> <li>• Implemented Office 365 Pro Plus, Office Web, and OneDrive for Business</li> </ul>	<ul style="list-style-type: none"> <li>• Implement Office 365 internal website (SharePoint) and migrate existing content</li> </ul>
Cybersecurity Assessment	Perform a cybersecurity risk assessment that will identify any potential cybersecurity risks and recommend changes to align with industry standards and peer organizations.	\$100,000 (not included in FY 2020-21 Budget)		<ul style="list-style-type: none"> <li>• Request Board Approval to Release RFP March 5, 2021</li> <li>• Award Contract June 4, 2021</li> <li>• Complete Cybersecurity Assessment September 30, 2021</li> </ul>
Phone System Upgrade	Upgrade components of the agency Cisco Unified Communications System that are past end of support.	\$190,000 (not included in FY 2020-21 Budget)		<ul style="list-style-type: none"> <li>• Request Board Approval to Release RFQ May 7, 2021</li> <li>• Recommend Award August 6, 2021</li> <li>• Award bid August 17, 2021</li> <li>• Complete upgrade December 30, 2021</li> </ul>

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
South Coast AQMD Mobile Application Enhancements	Enhancement of Mobile application to incorporate FIND	\$60,000	<ul style="list-style-type: none"> <li>• Vision and scope completed</li> </ul>	<ul style="list-style-type: none"> <li>• Task Order issuance</li> </ul>
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	<ul style="list-style-type: none"> <li>• Board approved initial Phase 2 funding December 2017</li> <li>• Board approved remaining Phase 2 funding October 5, 2018</li> <li>• Completed report outlining recommendations for automation of Permitting Workflow</li> <li>• Developed application submittals and form filing for first nine of 32 400-E forms</li> <li>• Completed application submittals and form filing for 23 types of equipment under Rule 222 ready for User Testing</li> <li>• Deployed to production top three most frequently used Rule 222 forms: Negative Air Machines, Small Boilers, and Charbroilers</li> <li>• Completed requirements gathering for Phase II of the project (an additional 10 400-E-XX forms)</li> <li>• User Acceptance Testing and Deployment to production of Emergency IC Engines Form (EICE-RE) completed.</li> <li>• Development of Phase II additional 12 400-E-XX forms completed</li> </ul>	<ul style="list-style-type: none"> <li>• Complete User Acceptance Testing and Deployment to Production of first ten (10) 400-E-XX forms</li> <li>• Complete User Acceptance Testing and Deployment to Production of remaining 22 Rule 222 forms</li> <li>• Complete User Acceptance Testing and Deployment to Production of Phase II additional twelve (12) 400-E-XX forms</li> </ul>

<b>Project</b>	<b>Brief Description</b>	<b>Estimated Project Cost</b>	<b>Completed Actions</b>	<b>Upcoming Milestones</b>
AQ-SPEC Cloud Platform Phase II	Integrate separate data systems into the AQ-SPEC cloud-based platform to manage data and build interactive data visualizations and data dashboards for web-based viewing	\$313,350	<ul style="list-style-type: none"> <li>• Project charter released</li> <li>• Task order issued, evaluated and awarded</li> <li>• Project kickoff completed</li> </ul>	<ul style="list-style-type: none"> <li>• Requirement gathering</li> </ul>
PeopleSoft Electronic Requisition	This will allow submittal of requisitions online, tracking multiple levels of approval, electronic archival, pre-encumbrance of budget, and streamlined workflow	\$75,800	<ul style="list-style-type: none"> <li>• Project charter released</li> <li>• Task order issued, evaluated and awarded</li> <li>• Requirement gathering and system design completed</li> <li>• System setup and code development and user testing for Information Management completed</li> <li>• System setup and code development and User Acceptance Testing completed for Administrative and Human Resources completed</li> <li>• System setup for Technology Advancement Office completed</li> </ul>	<ul style="list-style-type: none"> <li>• Deployment to IM and AHR Divisions</li> <li>• TAO training and Integrated User Testing for other divisions</li> </ul>
Proposition 1B	Development of an online Grant Management System (GMS) portal for the Proposition 1B Program - Goods Movement Emission Reduction Program – Heavy-Duty Trucks	\$75,200	<ul style="list-style-type: none"> <li>• Draft Charter Document issued</li> <li>• Project Initiation completed</li> <li>• Task order issued</li> <li>• Deployed Phase I to production – applicant/third party registration and application submission</li> <li>• Developed additional forms and customized GMS look and feel</li> <li>• User Acceptance Testing for additional forms completed</li> </ul>	<ul style="list-style-type: none"> <li>• Development of AQMD staff evaluation module</li> </ul>

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
Source Test Tracking System	Online Source Test Tracking System will keep track of timelines and quantify the number of test protocols and reports received. System will provide an external online portal to submit source testing protocols and reports, track the review process, and provide integration to all other business units. It will also provide an external dashboard to review the status of a submittal	\$250,000	<ul style="list-style-type: none"> <li>• Project Charter approved</li> <li>• Project Initiation completed</li> <li>• Task Order issued</li> <li>• Project Kick-off completed</li> <li>• User requirements gathering for internal users Developed Full Business Process Model</li> <li>• Developed screens mock-ups</li> <li>• Reviewed proposed automation with EQUATE group completed</li> <li>• Proposal for system development approved</li> <li>• Completed Development of Sprint 1 of the Source Test Protocol and Report Tracking System</li> <li>• Stakeholder acceptance of user stories 2, 3, 4, and 6 completed</li> </ul>	<ul style="list-style-type: none"> <li>• Development of Sprints 2 and 3</li> <li>• Development of Sprints 4 and 5</li> <li>• Stakeholder acceptance of user stories 7, 8, 9, 10, and 11</li> </ul>
Renewal of HP Server Maintenance & Support	Purchase of maintenance and support services for servers and storage devices	\$140,000		<ul style="list-style-type: none"> <li>• Request Board approval on March 5, 2021</li> <li>• Execute contract April 30, 2021</li> </ul>

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
VW Environmental Mitigation Action Plan Project	CARB has assigned South Coast AQMD to develop web applications for: 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	\$355,000	<ul style="list-style-type: none"> <li>• Draft Charter Document issued</li> <li>• Project Initiation completed</li> <li>• Task order issued</li> <li>• Deployed Phase I to production</li> <li>• Phase II to production – Messaging, Evaluation, and Administration</li> <li>• Developed evaluation module and calculation module completed</li> <li>• Phase III - ZE Class 8 Application deployed to production</li> <li>• Developed Phase III – Ranking</li> </ul>	<ul style="list-style-type: none"> <li>• User Acceptance Testing for Phase III – Ranking, Contracting, and Inspection</li> </ul>
Renewal of OnBase Software Support	Authorize the sole source purchase of OnBase software subscription and support for one year	\$140,000		<ul style="list-style-type: none"> <li>• Request Board approval May 7, 2021</li> <li>• Execute contract July 15, 2021</li> </ul>
Lower-Emission School Bus Program	Development of an online Grant Management System (GMS) portal for the Lower-Emission School Bus Incentive Program	\$110,500	<ul style="list-style-type: none"> <li>• Draft Charter Document issued</li> <li>• Project Initiation completed</li> <li>• Task order issued</li> <li>• Phase I deployed to production – applicant/third party registration and application submission</li> <li>• Customize GMS look and feel</li> <li>• Phase II AQMD staff can create new application on-line for applications received by mail</li> </ul>	<ul style="list-style-type: none"> <li>• Development of staff evaluation module</li> <li>• Phase II Calculation, Ranking, Messaging, and Contracting</li> </ul>

Projects that have been completed within the last 12 months are shown below.

**Completed Projects**

Project	Date Completed
AER enhancements for reporting year 2020	December 30, 2020
South Coast AQMD Mobile Application Enhancements – Gridded AQI	December 9, 2020
Lower Emission School Bus Online Application Filing and Grant Management	December 9, 2020
Rule 1180 Fence Line Monitoring Web Site Enhancements II	November 6, 2020
Proposition 1B Online Application Filing and Grant Management Portal	November 6, 2020
CLASS Database Software Licensing	October 16, 2020
Flare Event Notification – Rule 1118 Phase II	October 14, 2020
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