BOARD MEETING DATE: May 7, 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, April 9, 2021, Reviewed

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.

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
May 7, 2021 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 • Implemented Microsoft Teams	• Implement Office 365 internal website (SharePoint) and migrate existing content
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	• RFP released March 5, 2021	• Recommend Contract Award June 4, 2021 • Complete Cybersecurity Assessment September 30, 2021
Renewal of OnBase Software Support	Authorize the sole source purchase of OnBase software subscription and support for one year	$140,000 (included in proposed FY 2021-22 budget)		• Request Board approval May 7, 2021 • Execute contract July 15, 2021

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 • Completed requirements gathering for Phase II of the project (an additional 10 400-E-XX forms) • User Acceptance Testing and Deployment to production of Emergency IC Engines Form (EICE-RE) completed • Development of Phase II additional 12 400-E-XX forms completed	• Complete User Acceptance Testing and Deployment to Production of first ten (10) 400-E-XX forms • Complete User Acceptance Testing and Deployment to Production of remaining 22 Rule 222 forms • Complete User Acceptance Testing and Deployment to Production of Phase II additional twelve (12) 400-E-XX forms
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)		• Request Board Approval to Release RFQ June 4, 2021 • Recommend Award September 3, 2021 • Complete upgrade December 30, 2021

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	• Vision and scope completed	• Task Order issuance
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	• Project charter released • Task order issued, evaluated and awarded • Project kickoff completed	• Requirement gathering
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	• 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	• Deploy to IM and AHR Divisions • Training and Integrated User Testing for other divisions

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
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	- Draft Charter Document issued - Project Initiation completed - Task order issued - Deployed Phase I to production – applicant/third party registration and application submission - Developed additional forms and customized GMS look and feel - User Acceptance Testing for additional forms completed	Develop AQMD staff evaluation module
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	- Project Charter approved - Project Initiation completed - Task Order issued - Project Kick-off completed - User requirements gathering for internal users Developed Full Business Process Model Developed screens mock-ups - Reviewed proposed automation with EQUATE group completed - Proposal for system development approved - Completed development of Sprint 1 of the Source Test Protocol and Report Tracking System - Completed development of Sprints 2, 3, 4, and 5	Develop Sprints 6, 7, and 8

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	• Draft Charter Document issued • Project Initiation completed • Task order issued • Deployed Phase I to production • Phase II to production – Messaging, Evaluation, and Administration • Developed evaluation module and calculation module completed • Phase III - ZE Class 8 Application deployed to production • Developed Phase III – Ranking	• User Acceptance Testing for Phase III – Ranking, Contracting, and Inspection
Lower-Emission School Bus Program	Development of an online Grant Management System (GMS) portal for the Lower-Emission School Bus Incentive Program	$110,500	• Draft Charter Document issued • Project Initiation completed • Task order issued • Phase I deployed to production – applicant/third party registration and application submission • Customize GMS look and feel • Phase II AQMD staff can create new application on-line for applications received by mail	• Develop staff evaluation module • Phase II Calculation, Ranking, Messaging, and Contracting

Projects that have been completed within the last 12 months are shown below.	
Completed Projects	
Project	Date Completed
Renewal of HP Server Maintenance & Support	April 30, 2021
Replace Your Ride Fund Management and Finance Integration	March 20, 2021
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