

BOARD MEETING DATE: September 3, 2021

AGENDA NO. 22

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, August 13, 2021, 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
September 3, 2021 Board Meeting
Status Report on Major Ongoing and Upcoming Projects for
Information Management

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
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	\$72,000	<ul style="list-style-type: none"> • RFP released March 5, 2021 • Contract Awarded June 4, 2021 	<ul style="list-style-type: none"> • Complete Cybersecurity Assessment October 30, 2021
Phone System Upgrade	Upgrade components of the agency Cisco Unified Communications System that are past end of support	\$175,000		<ul style="list-style-type: none"> • Request Board Approval to Release RFQ September 3, 2021 • Recommend Award December 3, 2021 • Complete upgrade March 31, 2022
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"> • Project charter released • Task order issued, evaluated and awarded • Project kickoff completed • Requirements Gathering completed • Fit Gap and Data Storage Analysis completed 	<ul style="list-style-type: none"> • Architectural and Functional Design

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	<ul style="list-style-type: none"> • 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) • Development of Phase II additional 12 400-E-XX forms completed • User Acceptance Testing and Deployment to production of Emergency IC Engines Form (EICE-RE) completed. 	<ul style="list-style-type: none"> • Complete User Acceptance Testing and Deployment to production of Emergency IC Engines Form (EICE-RE) • 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
South Coast AQMD Mobile Application Enhancements	Enhancement of Mobile Application to incorporate FIND	\$60,000	<ul style="list-style-type: none"> • Vision and Scope completed • Task Order issued • Project initiation completed 	<ul style="list-style-type: none"> • System Design

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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"> • 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 and Technology Advancement Office completed 	<ul style="list-style-type: none"> • Deploy to IM and AHR Divisions • Training and Integrated User Testing for other divisions
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"> • Draft Charter Document issued • Project Initiation completed • Task order issued • Deployed Phase I to production – applicant/third party registration and application submission • Deployment of additional forms and Evaluation module completed • Development of Program Survey completed 	<ul style="list-style-type: none"> • User Acceptance Testing
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"> • Draft Charter Document issued • Project Initiation completed • Task order issued • Phase I deployed to production – applicant/third party registration and application submission • Customized GMS look and feel • Phase II AQMD staff to create new application on-line for applications received by mail completed • Development staff evaluation module completed 	<ul style="list-style-type: none"> • User Acceptance Testing of staff evaluation module • Phase II Calculation, Ranking, Messaging, and Contracting

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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"> • 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 to 8 • Internal User Testing completed 	<ul style="list-style-type: none"> • Stakeholders Acceptance testing • Complete User Acceptance Testing and deployment to production
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"> • Draft Charter Document issued • Project Initiation completed • Task order issued • Deployed Phase I to production • Phase II to production – Messaging, Evaluation, and Administration complete • Developed evaluation module and calculation module completed • Phase III - ZE Class 8 Application deployed to production • Deployed Phase III – Ranking 	<ul style="list-style-type: none"> • User Acceptance Testing for Phase III – Contracting, and Inspection • Development of Combustion Freight On Road Form changes

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
Carl Moyer Program GMS	Development of simplified and streamlined online Grant Management System (GMS) portal for Carl Moyer Program	\$116,275	<ul style="list-style-type: none"> • Draft Charter Document issued • Project Initiation completed • Task order issued 	<ul style="list-style-type: none"> • Development of Sprint 1 – Off Road Vehicle Application
Warehouse Indirect Source Rule online reporting portal	Development of online reporting portal for Rule 2305 – Warehouse Indirect Source	\$250,000	<ul style="list-style-type: none"> • Draft Charter Document issued • Project Initiation completed • Task order issued 	<ul style="list-style-type: none"> • Development of Phase 1 – Warehouse Operations Notification
Telecommunications Services	Select vendor(s) to provide local, long distance, telemetry, internet, cellular services, and phone system maintenance for a three-year period	\$750,000		<ul style="list-style-type: none"> • Released RFP September 3, 2021 • Request Board Approval December 3, 2021 • Execute contract(s) January 31, 2022
Office 365 License Renewal	Acquire Office 365 Enterprise Agreement license renewal	\$350,000		<ul style="list-style-type: none"> • Request Board Approval to Purchase September 3, 2021 • Execute contract(s) January 31, 2022

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, 2021 through November 30, 2022)	\$280,000		<ul style="list-style-type: none"> • Request Board Approval October 1, 2021 • Execute contract(s) November 30, 2021
Prequalified Vendors to Provide Computer, Network, Printer, Hardware and Software, and Audio Visual Equipment	Establish list of prequalified vendors to provide computer, network, printer hardware and software, and to purchase desktop computer hardware upgrades	\$400,000		<ul style="list-style-type: none"> • Release RFQ November 5, 2021 • Request Board Approval February 4, 2022

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

Completed Projects

Project	Date Completed
Renewal of OnBase Software Support	July 15, 2021
FIND Map Search	June 30, 2021
Office 365 Implementation	May 30, 2021
CAPES (Clean Air Program for Elementary Students website	May 14, 2021
Renewal of HP Server Maintenance & Support	April 30, 2021
FIND enhancement to include Rule 222 equipment	April 14, 2021
Prop 1B Internal Evaluation Module	April 09, 2021
Lower Emission School Bus Internal Evaluation Module	April 09, 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