

BOARD MEETING DATE: October 6, 2023

AGENDA NO. 16

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, September 8, 2023, Reviewed

RECOMMENDED ACTION :
Receive and file.

Wayne Natri
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 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 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

October 6, 2023 Board Meeting

**Status Report on Major Ongoing and Upcoming Projects for
Information Management**

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
AQ-SPEC Cloud Platform Phase 2	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 • Architecture and functional design completed • Work Plan development for Phase 2 completed • Dashboard designs approved • Discovery Phase completed • Proposal for implementation phase received • System Architecture verified 	<ul style="list-style-type: none"> • System development in progress
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 • Requirements gathering and system design completed • System setup and code development, and User Acceptance 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 • Deployed to Production for Information Management division 	<ul style="list-style-type: none"> • Training and Integrated User Testing for other divisions

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
Online Application Filing 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 staff	\$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 for User Testing • Deployed to production of the top three most frequently used Rule 222 forms: Negative Air Machines, Small Boilers and Charbroilers • Deployment to stage of Phase 2 additional 12 400-E-XX forms completed • Deployed to production of three additional Rule 222 forms (Tar Pots, Cooling Towers, and Power Washers) • Deployment to production of eight additional Rule 222 forms (Food Ovens, Storage of Odorants, Equipment Used to Store Aqueous Urea Solutions, Asphalt Day Tanker, Asphalt Pavement Heater, Diesel Fueled Boiler, Micro Turbines, and Portable Diesel Fueled Heater) completed • Deployment to production of the Emergency Internal Combustion Engine (EICE) application completed • System Development for Phase 3 of the project (final twelve 400-E-XX forms) completed 	<ul style="list-style-type: none"> • Complete User Acceptance Testing and deployment to production of Phase 1 of the project (first ten 400-E-XX forms) • Complete User Acceptance Testing and deployment to production of next set of Rule 222 forms

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
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"> • Task Order issued • Deployed Phase 1.1 – Warehouse Operations Notification Submittal • Deployed Phase 1.2 – Warehouse Operations Notification Evaluation • Deployed Phase 2 – Early Annual WAIRE Report (EAWR), Initial Site Information Report (ISIR), full Annual WAIRE Report (AWR) • Deployed Phase 3– Final Annual WAIRE Report 	<ul style="list-style-type: none"> • Phase 4 Enhancements
Agenda Tracking System	Develop new Agenda Tracking System for submittal, review and approval of Governing Board meeting agenda items	\$250,000	<ul style="list-style-type: none"> • Project initiation completed • Task order issued • Project planning completed • Vision and Scope completed • Task order issued • Project Kick-off completed • Initial User Interface Design completed • System Architecture design completed 	<ul style="list-style-type: none"> • System Development in progress
PeopleSoft HCM (Human Capital Management) upgrade	Upgrade PeopleSoft HCM product to latest tools and image level to maintain regulatory and functional support	\$180,000	<ul style="list-style-type: none"> • Project initiation completed • Task order issued • System assessment completed • Customization assessment completed • Installation certification completed • Data migration completed • User Acceptance Testing completed 	<ul style="list-style-type: none"> • Deployment to production

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"> • Task Order issued • Phase 1 completed and approved by stakeholder • Solicitation for On-Road projects opened to public • Phase 2 – tasks module enhancement User Acceptance Testing completed • Phase 2 – 30-day Letter User Acceptance Testing for completed • Phase 2 – Clean Air Reporting Log (CARL) Import for Off-Road and On-Road projects User Acceptance Testing completed • Application Status Tracking User Acceptance Testing completed • Evaluation – Messages Module User Acceptance Testing completed • Carl Moyer Program – PA2023-04 opened • Phase 2 – management reports – User Acceptance Testing completed • Phase 2 – Calculations Module development and User Acceptance Testing completed • Phase 2 – Inspection Module forms development completed • Phase 2 – Additional change requests for Inspection module, application filing, evaluation workflow, and manager reports were added in the timeline/budget and completed • Phase 2 – Inspection Module reports development has been completed 	<ul style="list-style-type: none"> • Inspection Module and Reports User Acceptance Testing • Phase 3 – Planning for Phase 3

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
Source Test Tracking System (STTS)	Online STSS 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 initiation completed • Task Order issued • Project kickoff completed • User requirements gathering for internal users completed • Developed full business process model • Developed screens mock-ups • Reviewed proposed automation with EQUATE Working Group completed • Completed development of all Sprints 1 through 8 • Completed overview of development progress to EQUATE Working Group • Deploy updated STTS Data Model and move application to stage completed • Internal and external orientation/training for testers completed • Development of all modifications identified by users completed • User Acceptance Testing in stage environment completed • Deployment to production environment completed 	<ul style="list-style-type: none"> • Complete initial Source Test Submittals with regulated community volunteers •
Compliance System	Develop new Compliance System to help streamline the compliance business process	\$450,000	<ul style="list-style-type: none"> • Project initiation • High level requirement gathering completed • Task order issued 	<ul style="list-style-type: none"> • Detailed requirement gathering
Website Upgrade	Upgrade the Website Content Management System to latest version	\$100,000	<ul style="list-style-type: none"> • Project initiation completed • Task order issued • Initial upgrade completed • Proposal for additional enhancement accepted • Development of enhancements based on industry best practices completed 	<ul style="list-style-type: none"> • Integration testing of enhancements

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
Prequalify Vendor List for PCs, Network Hardware, etc.	Establish list of prequalified vendors to provide computer, network, and printer hardware and software, and to purchase desktop computer hardware upgrades	\$300,000		<ul style="list-style-type: none"> • Released RFQQ November 3, 2023 • Approve Vendors List February 2, 2024
Renewal of HP Server Maintenance & Support	Purchase of maintenance and support services for servers and storage device	\$175,000		<ul style="list-style-type: none"> • Request Board approval for HP server maintenance and support April 5, 2024 • Execute purchases April 30, 2024
Renewal of OnBase Software Support	Authorize the sole source purchase of OnBase software subscription and support for one year	\$175,000		<ul style="list-style-type: none"> • Request Board Approval June 7, 2024 • Execute purchase July 30, 2024

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

Completed Projects

Project	Date Completed
Oracle PeopleSoft Software Support	August 31, 2023
PeopleSoft E-Requestion deployment for IM Division	August 22, 2023
Renewal of OnBase Software Support	July 31, 2023
Air Quality Advisory Enhancement	June 30, 2023
Legal Office System – Phase 2.1	June 7, 2023
WAIRE Program Online Portal – Initial Site Information Report Enhancement	May 26, 2023
Renewal of HP Server Maintenance & Support	April 30, 2023
Purchase of Server and Storage Upgrades	April 30, 2023
Rule 1180 Monitoring Site and Notification Updates	March 30, 2023
WAIRE Program Online Portal – Owner AWR Enhancement	February 22, 2023
Phone System Upgrade	January 28, 2023
Carl Moyer GMS – PA2023-04	January 10, 2023
AB 2766 for reporting year 2021 - 2022	January 3, 2023
WAIRE Program Online Portal – Phase 3	December 31, 2022
Annual Emission Reporting for reporting year 2022	December 31, 2022
Online Application Filing – Eight Additional Rule 222 Forms	December 2, 2022
CLASS Database Software Licensing	November 30, 2022