

BOARD MEETING DATE: March 2, 2018

AGENDA NO. 8

PROPOSAL: Transfer and Appropriate Funds and Execute Contracts for Short- and Long-Term Systems Development, Maintenance and Support Services

SYNOPSIS: On November 3, 2017, the Board approved the release of an RFP to obtain short- and long-term systems development, maintenance and support services. This action is to transfer and appropriate funds and execute new contracts to obtain these services on a task order basis. Executing contracts with multiple bidders provides a pool of well-qualified professionals who have demonstrated their understanding of and expertise in meeting agency needs, and enables SCAQMD to obtain cost-effective and technically responsive support.

COMMITTEE: Administrative, February 9, 2018; Recommended for Approval

RECOMMENDED ACTIONS:

1. Transfer and appropriate \$65,000 from the Designation for Permit Streamlining (Assigned Fund Balance) to Information Management's FY 2017-18 Budget, Capital Outlay Major Object, Capital Outlay Account for continuation of permitting systems automation projects listed in Attachment A;
2. Transfer \$18,250 from Information Management's FY 2017-18 Budget, Services and Supplies Major Object, Professional and Special Services account to Information Management's FY 2017-18 Capital Outlay Major Object, Capital Outlay account for continuation of Air Quality Index (AQI) Development work;
3. Transfer \$47,800 from Information Management's FY 2017-18 Budget, Services and Supplies Major Object, Professional and Special Services account to Information Management's FY 2017-18 Capital Outlay Major Object, Capital Outlay account to partially fund PeopleSoft FSLA and HCM-BCC tasks;
4. Authorize the Chairman to execute a contract for systems development and support services with Varsun eTechnologies Group, Inc. in the amount of \$215,800 from Information Management's FY 2017-18 Budget, Capital Outlay Major Object, Capital Outlay account; and

5. Authorize the Chairman to execute a contract for systems development, maintenance and support services with Sierra Cybernetics, Inc., in the amount of \$18,250 from Information Management's FY 2017-18 Budget, Capital Outlay Major Object, Capital Outlay account and \$237,250 from Information Management's FY 2017-18 Budget, Services and Supplies Major Object, Professional and Special Services account for a total contract amount of \$255,500.

Wayne Natri
Executive Officer

RMM:OSM:RR:jga

Background

On November 3, 2017, SCAQMD released RFP #P2018-03 for Systems Development, Maintenance and Support Services to solicit bids from consultants capable of providing a full range of high quality systems development, maintenance, and support services; enterprise resource planning; customer relationship management; and content management system services. The requested services include both routine maintenance of functional systems, as well as enhancements to existing systems and new system development. Additional development efforts are needed to enhance system functionality and to provide SCAQMD staff with additional automation for improving productivity. At the same time, Information Management is developing and/or acquiring systems capable of efficiently implementing new and evolving rules and programs.

A task order contract for a term of one year will be used, with the option to extend the term for two (2) one-year periods. Due to the indefinite nature of the work, the final contract amount cannot be determined at this time. As is the case with this action, funding for each contract will be added upon approval of a task order.

Outreach

In accordance with SCAQMD's Procurement Policy and Procedure, a public notice advertising the RFP and inviting bids was published in the Los Angeles Times, the Los Angeles Sentinel, the Orange County Register, the San Bernardino Sun, Riverside County's Press Enterprise, and the Sacramento Bee newspapers, as well as through Eastern Group Publications, Inc. to leverage the most cost-effective method of outreach to the entire South Coast Basin and beyond. Additionally, potential bidders may have been notified utilizing SCAQMD's own electronic listing of certified minority vendors. Notice of the RFP has been e-mailed to the Black and Latino Legislative Caucuses and various minority chambers of commerce and business associations, and placed on the Internet at SCAQMD's website (<http://www.SCAQMD.gov>).

Bid Evaluation

Forty-three copies of the RFP were mailed via USPS and 84 copies were distributed via e-mail. Sixteen vendors attended the mandatory Bidder's Conference in person or via WebEx held on November 15, 2017. Eight bids were received in response to the RFP when final bidding closed at 1:00 p.m. on December 13, 2017. Of the eight bids, one was from a woman-owned business enterprise, three were from certified small businesses, two were verified local businesses, and one was from a certified minority-owned business enterprise.

Of the eight responding bids, four were rated technically qualified to perform the work identified in the RFP; four did not achieve the minimum 56 points required to meet the technical criteria. Attachment A reflects the evaluation of the four qualified proposals and their respective scores.

Panel Composition

The seven-member evaluation panel consisted of: a Chief Information Officer from the Southern California Association of Governments, and six SCAQMD staff members: two Assistant Deputy Executive Officers, two Technology Implementation Managers, and two Systems and Programming Supervisors. Of the seven panelists, one is African-American, one is Asian, one is South Asian, two are Middle Eastern and two are Caucasian; three are female and four are male.

Resource Impacts

Upon Board approval, sufficient funds of \$234,050 will be available in Information Management's FY 2017-18 Budget, Capital Outlay Major Object, Capital Outlay account, and \$237,250 in Information Management's FY 2017-18 Budget, Services and Supplies Major Object, Professional and Specialized Services account to fund the contracts for Sierra Cybernetics and Varsun eTechnologies. A total of \$66,050 will be transferred from Information Management's Services & Supplies Major Object to Capital Outlay Major Object for recommended actions #2 and #3, and \$65,000 will be transferred from the Designation for Permit Streamlining (Assigned Fund Balance) to Information Management's Capital Outlay Major Object, Capital Outlay account. This designation has a balance of \$2,288,385 per the December 2017 General Ledger. Sufficient budget of \$340,250 to fund the balance of the two proposed contracts is currently available in Information Management's FY 2017-18 Budget, Services and Supplies Major Object, Professional and Special Services account and Information Management's FY 2017-18 Budget, Capital Outlay Major Object, Capital Outlay account as indicated below. The other qualified firms, AgreeYa Solutions and Prelude Systems, currently have existing contracts with residual amounts and will need Board approval to allocate additional contract funding.

Funding Source	Sierra Cybernetics	Varsun eTechnologies
Transfer from IM's Prof & Special Services Account to IM's Capital Account	\$ 18,250	\$ 47,800
Transfer from Designation for Permit Streamlining to IM's Capital Account		65,000
Current Budget in IM's Prof & Special Services Account	237,250	
Funding Source	Sierra Cybernetics	Varsun eTechnologies
Current Budget in IM's Capital Account		103,000
Total	\$255,500	\$215,800

Attachment

- A. Summary of Evaluation of Qualified Respondents to RFP #P2018-03 and Task Order Schedule

ATTACHMENT A

Summary of Evaluation of Qualified Respondents to RFP #P2018-03

Vendor	Technical Score	Cost Score	Additional Points	Total Score
AgreeYa Solutions	67	22.3	15	104.3
Prelude Systems	62	19.8	0	81.8
Sierra Cybernetics, Inc.	64	30	15	109
Varsun eTechnologies	67	18.1	15	100.1

Task Order Schedule

Task	Description	Estimate	Awarded To
Automated Permitting UI/User Experience Improvements	Enhance the 400A Application Filing, Automatic Permit Processing and Login/Registration modules to improve the user experience and application workflow	\$65,000	Varsun eTechnologies
PeopleSoft FLSA and HCM-BCC	Implement the changes needed to support FLSA and Benefit Coordinator Corp (BCC) changes to HRMS/Payroll systems	\$76,000	Varsun eTechnologies
PeopleSoft/HR Labor Negotiations	Implement HRMS/Payroll changes to support Rideshare and Leave Accrual Teamster agreement	\$21,800	Varsun eTechnologies
AER Systems Maintenance and Enhancements	Provide AER systems maintenance and evaluation work needed for AER integration into the Districts mainline CLASS systems and architecture	\$53,000	Varsun eTechnologies
Web Application UI/UX Designer	Web Application User Interface and User Experience design services for startup and enhancement of all web application development projects	\$160,200	Sierra Cybernetics, Inc.
CLASS Systems Web Applications Maintenance	Development, maintenance and upgrade of Web Services and Web Programming Interfaces (API's) for the suite of SCAQMD Web Applications	\$77,050	Sierra Cybernetics, Inc.
Air Quality Index (AQI) Conversion and Migration	Additional funding needed to make AQI Web Service/Web API useable by AQ-SPEC low cost sensors	\$18,250	Sierra Cybernetics, Inc.