

BOARD MEETING DATE: October 4, 2019

AGENDA NO. 19

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 13, 2019, Reviewed

RECOMMENDED ACTION:
Receive and file.

Wayne Nastri
Executive Officer

RMM:MAH:XC:agg

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.

Summary of Report

The attached report identifies each of 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 4, 2019 Board Meeting
Information Management Status Report on Major Ongoing and
Upcoming Projects During the Next Six Months

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	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Implement Office 365 file storage (OneDrive for Business) and migrate users • Implement Office 365 internal website (SharePoint) and migrate existing content
Permitting System Automation Phase 1	New Web application to automate the filing of all permit applications with immediate processing and issuance of permits for specific application types: Dry Cleaners, Gas Stations and Automotive Spray Booths	\$694,705	<ul style="list-style-type: none"> • Phase 1 Automated 400A form filing, application processing, and online permit generation for Dry Cleaner module deployed to production • Facility ID Creation Module deployed to production • Phase 1.1 Automated 400A form filing, application processing, and online permit generation for Automotive Spray Booth and Gas Station Modules deployed to production • Enhanced calculations of sensitive receptor distances 	<ul style="list-style-type: none"> • Continue Phase 1.1 project outreach support

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
Permitting System Automation Phase 1 (continued)			<ul style="list-style-type: none"> Enhanced processing of school locations with associated parcels Upgraded GIS Map integration and enhanced sensitive receptor identification and distance measurement work Deployed new version of system to production 	
Permitting System Automation Phase 2	Enhanced Web application to automate filing process of Permit Applications, Rule 222 equipment, and registration process 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 Phase 2 project startup and detail planning completed May 2018 Business process model approved Development of Negative Air Machines, Boilers/Water Heaters/Process Heaters, Cooling Towers, Portable Heaters, and Food Ovens filing process completed Board approved remaining Phase 2 funding October 5, 2018 	<ul style="list-style-type: none"> Complete user acceptance testing of all R222 forms. Deploy the ten forms to stage server to start user testing. Permitting Automation Workflow- Complete engineer shadowing/ interviewing Complete workflow analysis report

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
Permitting System Automation Phase 2 (continued)			<ul style="list-style-type: none"> • Application submittals, and form filing of Negative Air Machines, Boilers/Water Heaters/Process Heaters, Cooling Towers, Portable Heaters, and Food Ovens, Char Broilers, Small Boilers, Oil Wells, Tar Pots/Tar Kettles, Asphalt Day Tankers, and Asphalt Pavement Heaters completed • Application submittals, and form filing of Agricultural Engines, IC Engines at Radio Tower, Diesel Fuel Boiler, and Fuel Cell with Heater completed 	

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
Permitting System Automation Phase 2 (continued)			<ul style="list-style-type: none"> • Application submittals, and form filing of Diesel Fueled Boilers, Fuel Cell with a Non-Electric Supplemental Heater, Facilities with No Written Permit and Emits Four Tons or More of VOC Emissions Per Year Equipment, Internal Combustion Engines at Remote Radio Transmission Towers, Printing, Coating & Drying Equipment, Oil & Gas Production Wells, Natural Gas Well Heads, Well Pumps, Transfer Pumps & Re-pressurizing Equipment, and Agricultural Engine completed • Wireframes, user stories, and code development for registered emergency IC engines with a certified equipment permit number 	

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
Permitting System Automation Phase 2 (continued)			<p>Emergency Internal Combustion Engine; Non-Emergency Internal Combustion Engine; Spray Booth/Open Spray; Boiler/Heater; Particulate Matter Control Fabric Filter – Baghouse/ Cartridge Collector; External Combustion Oven; Gaseous Emission Control Form Afterburner/Oxidizer; Gaseous Emission Control Form Adsorber – Carbon Others; External Combustion Burn Off Furnaces/Brake Debonders/Wax Burnoff Furnaces; and Scrubber completed</p> <ul style="list-style-type: none"> • The user demo of all aforementioned forms was completed • Forms were modified to accommodate the comments provided by the users during the demo 	
Information Technology Review Implementation	Complete Board requested Information Technology review and initiate work on implementation of key recommendations	\$75,000 (funding included in \$350,000 Office 365 implementation project)	<ul style="list-style-type: none"> • Initiated Implementation Planning and Resource Requirements for key recommendations • Completed Microsoft Project Plan training for all IM Managers, Supervisors and Secretaries 	<ul style="list-style-type: none"> • Office 365 deployment

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
Information Technology Review Implementation (continued)			<ul style="list-style-type: none"> Established internal Information Technology Steering Committee, members and charter Configured and deployed Project Management software for IM team 	
Permit Application Status and Dashboard Statistics	New Web application to allow engineers to update intermediate status of applications; create dashboard display of status summary with link to FIND for external user review	\$100,000	<ul style="list-style-type: none"> Board approved funding December 2017 Project startup and detail planning completed Wireframe and user story approved for Release 1 User story and wireframe approved for application search module User stories approved and coding completed for Dashboard Data Entry screens Code development for Release 1 and application search module completed User acceptance testing for data capture module completed User acceptance testing for user reports completed Internal deployment of application for engineers to populate application related data completed Deployment of external application (and linked to FIND) for regulated community to view application related data completed Completed generating user story on requested enhancements to the system. Submitted user stories to users for final approval 	<ul style="list-style-type: none"> Continue user data input for all open applications Complete development and user acceptance testing of user requested system enhancements

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
Agenda Tracking System Replacement	Replace aging custom agenda tracking system with state-of-the-art, cost-effective Enterprise Content Management (ECM) system, which is fully integrated with OnBase, South Coast AQMD's agency-wide ECM system	\$86,600	<ul style="list-style-type: none"> Released RFP December 4, 2015 Awarded contract April 1, 2016 Continued parallel testing Conducted survey of stakeholder satisfaction As a result of the survey responses, the decision was made to develop a custom user interface for the application Revised project scope to include custom user interface Developed plan and schedule for revised scope 	<ul style="list-style-type: none"> Identify funding source
Document Conversion Services	Document Conversion Services to convert paper documents stored at South Coast AQMD facilities to electronic storage in OnBase	\$83,000	<ul style="list-style-type: none"> Released RFQ October 5, 2018 Approved qualified vendors January 4, 2019 Executed purchase orders for scanning services Converted over 350,000 rule administrative record documents 	<ul style="list-style-type: none"> Convert over 1,000,000 contract documents
Replace Your Ride (RYP)	New Web application to allow residents to apply for incentives to purchase newer, less polluting vehicles	\$301,820	<ul style="list-style-type: none"> Phase 2 Fund Allocation, Administration and Management Reporting modules deployed and in production 	<ul style="list-style-type: none"> Implementation of RYP and PeopleSoft Financial integration module

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
Replace Your Ride (RZR) (continued)			<ul style="list-style-type: none"> • Final Phase 2 user requested enhancements: VIN Number, Case Manager, Auto e-mail and document library updates deployed to production • Phase 3 Data Migration development work completed • Implementation of alternative mode of transportation in the RZR application • Approval of data migration • Phase 3 moved to production 	<ul style="list-style-type: none"> • Implementation of Electric Vehicle Service Equipment
South Coast AQMD Mobile Application Enhancements	Enhancement of Mobile application with addition of advance notification, alternative fuel station search, media integration, infrastructure for hourly migration, and performance improvements	\$100,000	<ul style="list-style-type: none"> • Project charter released • Proposal received • Task order issued • System development of Phase 1 complete 	<ul style="list-style-type: none"> • User acceptance testing of Phase 1 • Deployment of Phase 1 • System development in progress for Phase 2
Legal Division New System Development	Develop new web-based case management system for Legal Division to replace existing system	\$500,000	<ul style="list-style-type: none"> • Task order issued, evaluated and awarded • Project initiated, and project charter finalized • Business Process Model completed • Sprint 1, 2 and 3 functional and system design completed • Testing for NOV's and MSPAP 	<ul style="list-style-type: none"> • Testing (UAT) for civil, small claims and settlements • Sprint 4 requirements and testing: criminal, bankruptcy and non-NOV cases • Reports and data migration

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Flare Event Notification – Rule 1118	Develop new web-based application to comply with Rule 1118 to improve current flare notifications to the public and staff	\$100,000	<ul style="list-style-type: none"> • Vision and scope issued • Charter document and proposal approved • Task order issued • Requirement gathering and system design for Sprint 1 & 2 completed • Requirement gathering and system design for Sprint 3 completed • Compliance integration design completed • Data model approved for Sprint 1, 2, and 3 • Continuation of Sprint 4 • Public Portal implementation completed • Major incident notification deployed 	<ul style="list-style-type: none"> • Deployment to production • Refinery user training
VW Environmental Mitigation Action Plan Project	South Coast AQMD is responsible for developing a web application for Zero-Emission Class 8 Freight and Port Drayage Truck Project & Combustion Freight and Marine Project, incentive programs, and maintaining a database that will be queried for reporting for CARB	\$355,000	<ul style="list-style-type: none"> • Draft charter document issued • Project initiation completed • Task order issued • Detailed system design for Phase 1 completed • System development for Phase 1 completed 	<ul style="list-style-type: none"> • System beta testing • Form creation for class 8 • System deployment to production

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
AQ-SPEC Cloud Platform	Develop a cloud-based platform to manage and visualize data collected by low-cost sensors	\$385,500	<ul style="list-style-type: none"> • Task order issued • Proposals received • Task order awarded • Business requirements gathering completed • Sprint 1 completed (System Architecture, Data Storage, and Design Data Ingestion) • Sprint 2 completed (Data Transformations, Calculations, and Averaging) • Sprint 3 completed (Dashboards, Microsites, Data Migration) • Release 1 (Sprints 1-3) User Acceptance Testing and Deployment completed • Sprint 4 completed 	<ul style="list-style-type: none"> • Release 2 User acceptance testing and deployment
PeopleSoft Electronic Requisition	South Coast AQMD is implementing electronic requisition for PeopleSoft Financials. This will allow submittal of requisitions online. Additional benefits include tracking of multiple levels of approval, electronic archival of requisition documents, pre-encumbrance of budget, and streamlined workflow	\$75,800	<ul style="list-style-type: none"> • Project charter approved • Task order issued • Proposal received • Task order awarded • Requirement gathering for Sprint 1 completed • Design for Sprint 1 completed • Code development for Sprint 1 completed • User Acceptance Testing (UAT) for Sprint 1 completed • Design for Sprint 2 completed • Code development for Sprint 2 completed • UAT for Sprint 2 completed 	<ul style="list-style-type: none"> • Deployment to IM and AHR divisions • Integrated User Testing for other divisions

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
Data Cable Infrastructure Installation	Staff is seeking a vendor to install a full, turnkey data cable infrastructure system with the latest technical specifications that can provide connectivity and a broader network bandwidth	\$250,000	<ul style="list-style-type: none"> Released RFP July 12, 2019 	<ul style="list-style-type: none"> Board approval October 4, 2019 (pending) Execute contract November 12, 2019 Complete implementation February 28, 2020
CLASS Database Software Licensing	Purchase Actian Ingres database software licensing, support and maintenance for the CLASS system for a one-year period (November 30, 2019 through November 30, 2020)	\$262,000		<ul style="list-style-type: none"> Board approval October 4, 2019 (pending) Execute contract November 30, 2019
Prequalify Vendor List for PCs, Network Hardware, etc.	Establish list of prequalified vendors to provide customer, network, and printer hardware and software, and to purchase desktop computer hardware upgrades	\$300,000		<ul style="list-style-type: none"> Release RFQQ November 1, 2019 Approve Vendors List February 7, 2020

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, 2019
Telecommunications Service	July 15, 2019
AB 617 – Community Monitoring Data Display Web Application	July 9, 2019
Online filing of Rule 1415 – Reduction of Refrigerant Emissions System	June 5, 2019
South Coast AQMD Mobile Application for Android devices	May 30, 2019
Renewal of HP Server Maintenance & Support	April 30, 2019
Implementation of Enterprise Geographic Information System (EGIS) Phase II	March 11, 2019
FIND (Facility INformation Detail) upgrade	February 21, 2019
CLASS Database Software Licensing and Support	November 30, 2018
South Coast AQMD Mobile Application for IOS devices Phase I	November 2, 2018