

BOARD MEETING DATE: May 1, 2020

AGENDA NO. 14

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 10, 2020; Reviewed

RECOMMENDED ACTION:
Receive and file.

Wayne Natri
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
May 1, 2020 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 | <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 • Trained staff in Office 365 Pro Plus desktop software • Implemented Office 365 Pro Plus, Office Web, and OneDrive for Business | <ul style="list-style-type: none"> • Implement Office 365 internal website (SharePoint) and migrate existing content |
| Permitting System Automation Phase 1 | New Web application to automate the filing of 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"> • Automated 400A form filing, application processing, and online permit generation for Dry Cleaner, Automotive Spray Booth, and Gas Station Modules deployed to production • Enhanced processing of school locations with associated parcels • Deployed upgraded GIS Map integration and enhanced sensitive receptor identification and distance measurement work | <ul style="list-style-type: none"> • Continue Phase 1.1 project outreach support • New version of On Line Application Filing (OLAF) that includes Rule 212(c)(1) Implementation Guidance |

| 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 • Phase 2 project startup and detail planning completed May 2018 • Business process model approved • Board approved remaining Phase 2 funding October 5, 2018 • Permitting Automation Workflow/Engineer shadowing/interviewing completed • Report outlining recommendations for automation of Permitting Workflow completed • Developed application submittals and form filing of the first nine of 32 400-E forms • Application submittals and form filing for 23 types of equipment under Rule 222 ready for User Testing completed • Deployed to production top three most frequently used R222 forms: Negative Air Machines, Small Boilers, and Charbroilers | <ul style="list-style-type: none"> • Complete User Testing for first nine 400-E forms • Complete User Acceptance Testing (UAT) and Deployment to production of Emergency IC Engines Form (EICE-RE) • Complete User Acceptance Testing (UAT) and Deployment of remaining twenty-two R222 forms to production |

| Project | Brief Description | Estimated Project Cost | Completed Actions | Upcoming Milestones |
|--|--|------------------------|--|---|
| 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 1,207,500 rule administrative record documents | <ul style="list-style-type: none"> • Convert over 2,000,000 contract documents |
| Replace Your Ride (RZR) | 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 • Final Phase 2 user requested enhancements: VIN Number, Case Manager, Auto e-mail and document library updates deployed to production • Phase 3 moved to production • Implemented Electric Vehicle Service Equipment and other requested modifications | <ul style="list-style-type: none"> • Implementation of RZR and PeopleSoft Financial integration module |
| 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 • Task order issued, evaluated and awarded • Code development of Phase 1, alternative fuel, media integration, and performance improvements completed • User Acceptance Testing of Phase 1 completed • Completed deployment to both Apple and Google App stores | <ul style="list-style-type: none"> • Develop vision and scope for next phase of enhancements |

| Project | Brief Description | Estimated Project Cost | Completed Actions | Upcoming Milestones |
|---------------------------------------|--|-------------------------------|--|---|
| 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 charter finalized • Business Process Model completed • Sprint 1, 2 and 3 functional and system design completed • Testing of Sprints 1–3: NOVs, MSPAP, settlements, civil and small claims completed • Sprint 4 functional and design requirements: criminal, bankruptcy, non-NOV cases and check registers completed • Sprint 5 functional and design requirements–investigative assignments completed • Deployed IM servers and User Testing for Sprints 1-5 modules • OnBase and finance integrated • User Acceptance Testing completed | <ul style="list-style-type: none"> • Sprint 6 development, reports, and data migration • Parallel testing before final production |

| Project | Brief Description | Estimated Project Cost | Completed Actions | Upcoming Milestones |
|--------------------------------------|---|------------------------|---|---|
| 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"> • Project charter released • Task order issued, evaluated and awarded • Requirement gathering and design for Sprint 1, 2, and 3 completed • Sprint 4 and Public Portal implementation completed • Major incident notification deployed • Refinery user training completed • Application demo completed • Deployed to production on December 12, 2019 including major incident reporting on public portal | <ul style="list-style-type: none"> • Phase II (administrative and reporting pages) development |
| 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"> • Project charter released • Task order issued, evaluated, and awarded • Business requirements gathering completed • System architecture, data storage, and design data ingestion completed • Data transformations, calculations, and averaging completed • Dashboards, microsites, and data migration completed • Release 2 User Acceptance Testing completed | <ul style="list-style-type: none"> • Deployment to production |

| Project | Brief Description | Estimated Project Cost | Completed Actions | Upcoming Milestones |
|------------------------------------|--|------------------------|---|---|
| PeopleSoft Electronic Requisition | South Coast AQMD is implementing an electronic requisition for PeopleSoft Financials. 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 AHR (Administrative and Human Resources) | <ul style="list-style-type: none"> • Deployment to IM and AHR divisions • Integrated User Testing for other divisions |
| Rule 1403 Enhancements | The Rule 1403 web application automates the Rule 1403 notification process. Enhancements to the system are now required to streamline the process and meet the new rule requirements | \$68,575 | <ul style="list-style-type: none"> • Project charter released • Task order issued, evaluated and awarded • Business requirements gathering completed • Development of Phase 1 completed • Development of Phase 2 completed | <ul style="list-style-type: none"> • Complete System Integration Testing and User Acceptance Testing • System deployment to Stage |
| Renewal of OnBase Software Support | Authorize the sole source purchase of OnBase software subscription and support for one year | \$140,000 | | <ul style="list-style-type: none"> • Request Board approval May 1, 2020 • Execute contract July 15, 2020 |

| Project | Brief Description | Estimated Project Cost | Completed Actions | Upcoming Milestones |
|------------------------------------|---|------------------------|-------------------|--|
| Phone System Upgrade | Upgrade the SCAQMD Cisco Unified Communications Phone System | \$375,000 | | <ul style="list-style-type: none"> • Release RFQ May 1, 2020 • Request Board approval of vendor selection September 4, 2020 • Execute purchase October 2, 2020 • Complete phone system upgrades April 30, 2021 |
| Oracle PeopleSoft Software Support | Authorize sole source purchase of Oracle PeopleSoft software support and maintenance for the integrated Finance/HR system | \$375,000 | | <ul style="list-style-type: none"> • Request Board approval June 5, 2020 • Execute contract July 15, 2020 |
| Cybersecurity Assessment | Perform a cybersecurity risk assessment, maturity assessment, and penetration testing | \$100,000 | | <ul style="list-style-type: none"> • Release RFP July 3, 2020 • Award Contract September 4, 2020 • Complete Cybersecurity assessment January 29, 2021 |

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, 2020 |
| Volkswagen Environmental Mitigation Administration and Communication module | March 3, 2020 |
| Data Cable Infrastructure Installation | February 31, 2020 |
| Prequalify Vendor List for PCs, Network Hardware, etc. | February 7, 2020 |
| Mobile Application enhancements including Spanish language | January 23, 2020 |
| Annual Emissions Reporting System | December 31, 2019 |
| Rule 1180 Fence Line Monitoring web site | December 31, 2019 |
| Online filing of Rule 222 – Negative Air Machines, Small Boilers, and Charbroilers modules | December 13, 2019 |
| Flare Notification System | December 12, 2019 |
| Volkswagen Environmental Mitigation Application Filing Portal | December 7, 2019 |
| CLASS Database Software Licensing and Support | November 30, 2019 |
| Office 365 Suite Implementation of File Storage (OneDrive for Business) | November 22, 2019 |
| Ingres Database Migration to Version 11 | August 23, 2019 |
| 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 |
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