BOARD MEETING DATE: December 3, 2021   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, November 12, 2021, Reviewed

RECOMMENDED ACTION:
Receive and file.

                                            Wayne Nastri
                                            Executive Officer

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

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	• RFP released March 5, 2021 • Contract Awarded June 4, 2021 • Initial Assessment completed	• Review Cybersecurity Assessment findings and develop mitigation plan
Phone System Upgrade	Upgrade components of the agency Cisco Unified Communications System that are past end of support	$175,000	• RFQ released 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	• 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
South Coast AQMD Mobile Application Enhancements	Enhancement of Mobile Application to incorporate FIND	$90,000	• Vision and Scope completed • Task Order issued • Project initiation completed	• System 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 staff	$525,000	• 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 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 • Deployment to Stage of all 400-E-XX and Rule 222 forms for user testing completed • User Acceptance Testing and Deployment to production of Emergency IC Engines Form completed • User Acceptance Testing and Deployment to Production of first 3 Rule 222 forms (Tar Pots, Cooling Towers, and Power Washers) completed	• Complete User Acceptance Testing and Deployment to Production of first ten 400-E-XX forms • Complete User Acceptance Testing and Deployment to Production of remaining 19 Rule 222 forms • Additional twelve 400-E-XX forms

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
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	- 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	- Deploy to IM and AHR Divisions - Training and Integrated User Testing for other divisions
Carl Moyer Program GMS	Development of simplified and streamlined online Grant Management System (GMS) portal for Carl Moyer Program	$116,275	- Draft Charter Document issued - Project Initiation completed - Task order issued	- Development of Phase 1 Applications - Phase 2 - proposed new project to ITSC
Lower-Emission School Bus Program	Development of an online Grant Management System (GMS) portal for the Lower-Emission School Bus Incentive Program	$110,500	- 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 - Deployment of staff evaluation module completed - Development of calculation, ranking and messaging has been completed	Development of Contracting module

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
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	• Project Charter approved • Project Initiation completed • Task Order issued • Project Kick-off completed • User requirements gathering for internal users completed • 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 • Completed overview of development progress to EQUATE Working Group. • Deploy updated STTS data model and move application to Stage completed	• Complete User Acceptance testing of STTS Portal in Stage Environment. • Deploy updated STTS data model to Production • Deploy STTS Portal to production
Warehouse Indirect Source Rule online reporting portal	Development of online reporting portal for Rule 2305 –Warehouse Indirect Source	$250,000	• Draft Charter Document issued • Project Initiation completed • Task order issued • Deployed Phase 1.1 – Warehouse Operations Notification submittal • Development of Phase 1.2 – Warehouse Operations Notification evaluation completed • Phase 2 Project Initiation and Planning completed	• Phase 2 Software Requirements • Phase 2 Architecture and Design

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
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	- Draft Charter Document issued - Project Initiation completed - Task order issued - Deployed Phase I to production completed - Phase II to production – Messaging, Evaluation, and Administration completed - Developed evaluation module and calculation module completed - Phase III - ZE Class 8 Application deployed to production - Deployed Phase III – Ranking - Deployed Combustion Freight On Road Form changes - Phase III – ZE Class 8 Application solicitation completed - Deployed Combustion Freight On Road Form changes 2nd Combustion Freight On Road Solicitation completed - User Acceptance Testing for Phase III – Contracting completed	User Acceptance Testing for Phase III – Inspection
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	RFP released 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	Board approved purchase September 3, 2021	Execute contract(s) January 31, 2022

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
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	• Released RFQ November 5, 2021	• Request Board approval February 4, 2022
AB 2766 – Motor Vehicle Subvention Program	Development of a web application reporting portal for AB 2766 Program	$81,655	• Draft Charter Document issued • Project Initiation completed • Task issued • Project Planning phase for forms completed	• System development
RYR-OSS API Integration	Development of integration API for RYR and third-party applications	$115,026	• Draft Charter Document issued • Project Initiation completed • Task order issued • Phase 1 Sprint 1 – Security Portal Enhancement completed • Phase 2 Sprint 2 - RYR service endpoints completed	• Phase 3 Sprint 4 – Creating .net core web API • Phase 3 Sprint 5 – end to end testing

Projects that have been completed within the last 12 months are shown below.	
Completed Projects	
Project	Date Completed
CLASS Database Software Licensing	November 30, 2021
Rule 1180 Notification System	October 6, 2021
PAATS and PPS System enhancements for Gasoline Dispensing Stations	September 16, 2021
Warehouse Operations Notification Online Submittal Portal	August 6, 2021
Lawn and Garden Battery Incentive Program	August 5, 2021
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