

BOARD MEETING DATE: January 8, 2021

AGENDA NO. 17

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 item is to provide the monthly status report on major automation contracts and planned projects.

COMMITTEE: Administrative, December 11, 2020; Reviewed

RECOMMENDED ACTION:  
Receive and file.

Wayne Nastri  
Executive Officer

RMM:MAH:XC:dc

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### **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

**ATTACHMENT**  
**January 8, 2021 Board Meeting**  
**Status Report on Major Ongoing and Upcoming Projects for Information Management**

| <b>Project</b>            | <b>Brief Description</b>  | <b>Estimated Project Cost</b>                 | <b>Completed Actions</b>  | <b>Upcoming Milestones</b>  |
|---------------------------|---|---|---|---|
| Office 365 Implementation | Acquire and implement Office 365 for South Coast AQMD staff                           | \$350,000                                     | <ul style="list-style-type: none"> <li>• Pre-assessment evaluation and planning completed</li> <li>• Board approved funding on October 5, 2018</li> <li>• Developed implementation and migration plan</li> <li>• Acquired Office 365 licenses</li> <li>• Implemented Office 365 email (Exchange) and migrated all users</li> <li>• Trained staff in Office 365 Pro Plus desktop software</li> <li>• Implemented Office 365 Pro Plus, Office Web, and OneDrive for Business</li> </ul> | <ul style="list-style-type: none"> <li>• Implement Office 365 internal website (SharePoint) and migrate existing content</li> </ul>   |
| Cybersecurity Assessment  | Perform a cybersecurity risk assessment, maturity assessment, and penetration testing | \$100,000 (not included in FY 2020-21 Budget) |   | <ul style="list-style-type: none"> <li>• Release RFP January 8, 2020</li> <li>• Award Contract March 12, 2021</li> <li>• Complete Cybersecurity assessment June 30, 2021</li> </ul> |

| 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"> <li>• Board approved initial Phase 2 funding December 2017</li> <li>• Board approved remaining Phase 2 funding October 5, 2018</li> <li>• Completed report outlining recommendations for automation of Permitting Workflow</li> <li>• Developed application submittals and form filing for first nine of 32 400-E forms</li> <li>• Completed application submittals and form filing for 23 types of equipment under Rule 222 ready for User Testing</li> <li>• Deployed to production top three most frequently used Rule 222 forms: Negative Air Machines, Small Boilers, and Charbroilers</li> <li>• Completed requirements gathering for Phase II of the project (an additional 10 400-E-XX forms)</li> <li>• User Acceptance Testing and Deployment to production of Emergency IC Engines Form (EICE-RE) completed.</li> </ul> | <ul style="list-style-type: none"> <li>• Complete User Testing for first nine 400-E forms</li> <li>• Complete User Acceptance Testing and Deployment of remaining 22 Rule 222 forms to production</li> <li>• Development of Phase II additional 10 400-E-XX forms</li> </ul> |
| South Coast AQMD Mobile Application Enhancements | Enhancement of Mobile application from SRA based map to grid map. This grid map will allow users to see AQI at a finer resolution.  | \$100,000              | <ul style="list-style-type: none"> <li>• Vision and scope completed</li> <li>• Project charter released</li> <li>• Task order issued, evaluated and awarded</li> <li>• Project kick off completed</li> <li>• User Interface design completed</li> <li>• Code Development completed</li> <li>• User Acceptance Testing</li> <li>• Deploy Gridded Air Quality enhancement to production</li> </ul>  | <ul style="list-style-type: none"> <li>• Post-production support</li> </ul>  |

| <b>Project</b>                    | <b>Brief Description</b>   | <b>Estimated Project Cost</b> | <b>Completed Actions</b>  | <b>Upcoming Milestones</b>   |
|-----------------------------------|--|-------------------------------|---|--|
| 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"> <li>• Project charter released</li> <li>• Task order issued, evaluated and awarded</li> <li>• Business requirements gathering completed</li> <li>• System architecture, data storage, and design data ingestion completed</li> <li>• Data transformations, calculations and averaging completed</li> <li>• Dashboards, microsites and data migration completed</li> <li>• Release 2 User Acceptance Testing completed</li> <li>• Deployment to production completed</li> </ul> | <ul style="list-style-type: none"> <li>• Addition of new sensors to AQ-SPEC Platform</li> <li>• Support public outreach for AQ-SPEC Platform</li> </ul>        |
| 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"> <li>• Project charter released</li> <li>• Task order issued, evaluated and awarded</li> <li>• Requirement gathering and system design completed</li> <li>• System setup and code development and user testing for Information Management completed</li> <li>• System setup and code development and User Acceptance Testing completed for Administrative and Human Resources completed</li> <li>• System setup for Technology Advancement Office completed</li> </ul>          | <ul style="list-style-type: none"> <li>• Deployment to IM and AHR Divisions</li> <li>• TAO training and Integrated User Testing for other divisions</li> </ul> |

| <b>Project</b>                                  | <b>Brief Description</b>  | <b>Estimated Project Cost</b> | <b>Completed Actions</b>   | <b>Upcoming Milestones</b>  |
|---|---|-------------------------------|--|---|
| VW Environmental Mitigation Action Plan Project | CARB has assigned South Coast AQMD to develop web applications for two projects: 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 perspectives for CARB | \$355,000                     | <ul style="list-style-type: none"> <li>• Draft Charter Document issued</li> <li>• Project Initiation completed</li> <li>• Task order issued</li> <li>• Deployed Phase I to production</li> <li>• Phase II to production – Messaging, Evaluation, and Administration</li> <li>• Development of evaluation module and calculation module completed</li> <li>• Phase III - ZE Class 8 Application deployed to production</li> </ul> | <ul style="list-style-type: none"> <li>• Development of Phase III – Ranking Contracting, and Inspection to be finalized</li> </ul>                          |
| Renewal of HP Server Maintenance & Support      | Purchase of maintenance and support services for servers and storage devices  | \$140,000                     |  | <ul style="list-style-type: none"> <li>• Request Board approval for HP server maintenance and support</li> <li>• Execute contract April 30, 2021</li> </ul> |
| 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"> <li>• Request Board approval May 7, 2021</li> <li>• Execute contract July 15, 2021</li> </ul>                            |

| Project                     | Brief Description   | Estimated Project Cost | Completed Actions   | Upcoming Milestones  |
|-----------------------------|---|------------------------|---|--|
| Source Test Tracking System | South Coast AQMD will implement an Online Source Test Tracking System to keep track of timelines, as well as quantify the number of test protocols and reports received. The Source Test Tracking System will provide an external online portal to submit source testing protocols and reports, ability to track the review process, and provide integration to all other business units for all source test protocols and report submitted. It will also provide an external dashboard to review the status of a submittal | \$250,000              | <ul style="list-style-type: none"> <li>• Project Charter approved</li> <li>• Project Initiation completed</li> <li>• Task Order issued</li> <li>• Project Kick-off completed</li> <li>• User requirements gathering for Source Testing and Engineering &amp; Permitting Divisions completed</li> <li>• User requirements gathering for Compliance &amp; Enforcement and Planning Divisions completed</li> <li>• Development of Full Business Process Model of the To-Be system completed</li> <li>• Development of screens mock-ups for the system completed</li> <li>• Review proposed automation with EQUATE group completed</li> <li>• Proposal for system development approved</li> </ul> | <ul style="list-style-type: none"> <li>• Development of Sprint 1 of the Source Test Protocol and Report Tracking System</li> </ul> |

| <b>Project</b>                    | <b>Brief Description</b>   | <b>Estimated Project Cost</b> | <b>Completed Actions</b>   | <b>Upcoming Milestones</b>   |
|-----------------------------------|--|-------------------------------|--|--|
| Proposition 1B                    | Development of an online Grant Management System (GMS) portal for the Proposition 1B Program - Goods Movement Emission Reduction Program – Heavy-Duty Trucks | \$75,200                      | <ul style="list-style-type: none"> <li>• Draft Charter Document issued</li> <li>• Project Initiation completed</li> <li>• Task order issued</li> <li>• Deployed Phase I to production – applicant/third party registration and application submission</li> </ul> | <ul style="list-style-type: none"> <li>• Development of additional forms and customize GMS look and feel</li> </ul>  |
| Lower-Emission School Bus Program | Development of an online Grant Management System (GMS) portal for the Lower-Emission School Bus Incentive Program  | \$50,200                      | <ul style="list-style-type: none"> <li>• Draft Charter Document issued</li> <li>• Project Initiation completed</li> <li>• Task order issued</li> </ul>   | <ul style="list-style-type: none"> <li>• Deployment of Phase I to production – applicant/third party registration and application submission</li> <li>• Customize GMS look and feel</li> </ul> |

| Projects that have been completed within the last 12 months are shown below.               |                   |
|--|-------------------|
| Completed Projects   |                   |
| Project  | Date Completed    |
| Rule 1180 Fence Line Monitoring Web Site Enhancements II                                   | November 6, 2020  |
| Proposition 1B Online Application Filing and Grant Management Portal                       | November 6, 2020  |
| CLASS Database Software Licensing  | October 16, 2020  |
| Flare Event Notification – Rule 1118 Phase II  | October 14, 2020  |
| Volkswagen Environmental Mitigation Administration Zero Emission Class 8                   | August 18, 2020   |
| Ingres Actian X database migration   | August 17, 2020   |
| Rule 1403 Enhancement  | July 1, 2020      |
| Legal Office System  | June 17, 2020     |
| Document Conversion Services   | June 30, 2020     |
| Oracle PeopleSoft Software Support   | June 5, 2020      |
| Renewal of OnBase Software Support   | May 1, 2020       |
| Public Facing Permit Application Status Dashboard  | May 1, 2020       |
| Mobile Application Enhancement – Hourly Forecast   | April 29, 2020    |
| Renewal of HP Server Maintenance & Support   | April 30, 2020    |
| Rule 1180 Fence Line Monitoring Web Site Enhancements                                      | April 3, 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 Website  | 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  |