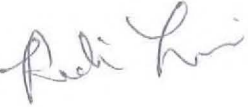



CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: May 18, 2011 REF: ICB-149-11

To: Honorable Tony Cardenas, CD-6
Chair, Information Technology and Governmental Affairs Committee

From: Randi Levin, General Manager
Information Technology Agency 

Tony M. Royster, General Manager
Department of General Services 

Subject: **CITYWIDE CELL PHONE REVIEW PROJECT**

This report is in response to Council motion (File No. 10-1754) for ITA and GSD to report on possible opportunities for achieving cost savings through renegotiating and/or review of existing cellular phone service contracts and available plans.

A joint GSD/ITA Project Team has been established and will work with all departments to review and assess possible cost savings of available plans, such as the work that GSD and ITA have accomplished internally.

As part of the project, the project team will accomplish the following:

1. Prepare an informational package for each department;
2. Hold Departmental Meetings;
3. Review and recommend updates of City Cell Phone Policy to Information Technology Oversight Committee (ITOC); and
4. Implement Quarterly Reviews of Summary Billing Data with Cell Carriers.

We believe that the above can be completed no later than October 2011.

For additional information, feel free to contact Deborah Ramos of GSD at (213) 928-9559 or Kevin Crawford of ITA at (213) 978-3311.

Attachment

cc: Information Technology Oversight Committee (ITOC)
Matthew Rudnick, Mayor's Office
Departmental General Managers
Office of the Controller
Information Technology Policy Committee
Departmental Cell Coordinators

Project Detail

1. Prepare an informational package for the departments:
 - a. General Package to Include:
 - i. Information on options and plans available from the various carriers.
 - ii. Considerations for choosing the best plan to meet Departmental business needs.
 - iii. Examples of the savings derived from the GSD and ITA implementations of alternate plans.
 - iv. Responsibilities of Departmental Cell Coordinators.
 - b. Department Specific Data:
 - i. Review summary data on Departmental Cell billing.
 - ii. Build high level options for Departmental review.
 - c. *Completion Date: June 3, 2011*
2. Departmental Meetings:
 - a. Review informational package and Departmental data.
 - b. Review findings and provide summary of plan comparison.
 - c. Provide implementation assistance, as requested.
 - d. *Completion Date: September 30, 2011*
3. Review City Cell Phone Policy:
 - a. Review Policy to meet objectives of Council Motion.
 - b. Add authorization for ITA to act as Administrator to City Cell contracts and ability to view City-Wide Summary Billing Data.
 - c. Recommend updates of City Cell Phone Policy to Information Technology Oversight Committee (ITOC) for approval.
 - d. *Completion Date: July 29, 2011*
4. Implement Quarterly Reviews:
 - a. Establish a periodic review (no less than Quarterly) of usage throughout the City of Summary Billing Data with Cell Carriers.
 - b. Establish a mechanism to report findings to Departments for business review.
 - c. Offer assistance to Departments in the correction of any anomalies found.
 - d. *Completion Date: September 30, 2011*