

TRANSMITTAL

To:

THE COUNCIL

Date: 08/09/2016

From:

THE MAYOR

TRANSMITTED FOR YOUR CONSIDERATION. PLEASE SEE ATTACHED.



(Ana Guerrero)

ERIC GARCETTI
Mayor



Eric Garcetti, Mayor
Rushmore D. Cervantes, General Manager

Administration Bureau

1200 West 7th Street, 9th Floor, Los Angeles, CA 90017
tel 213.928.9071 | fax 213.808.8999
hcidla.lacity.org

August 3, 2016

Council File:xx-xxxx
Council Districts: Citywide
Contacts:
Greg Kung (213) 808-8403
Mimi Donlin (213) 808-8497

Honorable Eric Garcetti
Mayor, City of Los Angeles
200 North Spring Street, Room 303
Los Angeles, CA 90012

Attention: Mandy Morales, Legislative Coordinator

REQUEST FOR APPROVAL TO EXECUTE SECOND AMENDMENTS TO INFORMATION TECHNOLOGY PROFESSIONAL SERVICES CONTRACTS WITH 3Di, INC. (C-125235) AND RYDEK COMPUTER PROFESSIONALS (C-125234) FOR THE LOS ANGELES HOUSING AND COMMUNITY INVESTMENT DEPARTMENT'S PROGRAM AND BUSINESS SYSTEMS

SUMMARY

The Los Angeles Housing and Community Investment Department (HCIDLA) respectfully requests authority to execute Second Amendments to the contracts with 3Di, Inc. (C-125235) and Rydek Computer Professionals (C-125234) for the continued provision of contract programming services for HCIDLA's business systems. The contract amendments are needed to implement the business system projects planned for the Code, Compliance and Rent Information System (CCRIS), the Billing Information Management System (BIMS), the Housing Information Management System (HIMS), the Homeless Management Information System (HMIS) for the Housing Opportunities For Persons with AIDS (HOPWA) Program and the Foreclosure Information Management System (FIMS) in Fiscal Year 2016-2017 (Attachment A). The proposed amendment to contract C-125235 with 3Di, Inc. will increase the contract amount by \$3,093,027 for a total contract award of \$5,687,547. The proposed amendment to contract C-125234 with Rydek Computer Professionals will increase the contract by \$1,904,899 for a total contract award of \$4,223,991. Approval of the amendments will also extend the contract period for both contracts by one year from January 1, 2017 to December 31, 2017. Please see Attachment B for a copy of the draft contract amendments.

RECOMMENDATIONS

The General Manager of HCIDLA respectfully requests that:

- A. Your office schedule this transmittal before the appropriate Committee(s) of the City Council at the next available meeting(s), and forward it to the City Council for consideration and approval immediately thereafter.
- B. The City Council, subject to the approval of the Mayor, take the following actions:

1. AUTHORIZE the General Manager of the HCIDLA, or designee, to execute contract amendments with the contractors identified below for the provision of contract programming services by extending the term of the performance by one year through December 31, 2017 and for the amounts noted, subject to the approval of the City Attorney as to form and in substantial conformance with the draft amendments included in Attachment B of this transmittal.

Contractor Name	Contract No.	Current Amended Amount	Proposed Second Amendments	Revised Total
3Di, Inc.	C-125235	\$ 2,594,520	\$ 3,093,027	\$ 5,687,547
Rydek Computer Professionals	C-125234	2,319,092	1,904,899	4,223,991
Total		\$ 4,913,612	\$ 4,997,926	\$ 9,911,538

2. AUTHORIZE the City Controller to:
 - a) Establish a new account and appropriate \$180,000 within the Foreclosure Registry Fund 56V/43 as follows:

Account	Description	Amount
43N900	Contract Programming-Systems Upgrades	\$ 180,000

- b) Expend funds not to exceed \$180,000 from the above fund and account upon proper written demand of the General Manager, or designee.
 - c) AUTHORIZE the General Manager, HCIDLA, or designee, to prepare Controller Instructions and make any necessary technical adjustments, consistent with the Mayor and Council actions on this matter, subject to the approval of the City Administrative Officer and authorize the Controller to implement the instructions.

BACKGROUND

On January 1, 2015, HCIDLA executed a contract with 3Di, Inc. and Rydek Computer Professionals for IT professional services through a Request for Proposals selection process. The approved term of each contract is for one year, with the option to renew for two one-year terms. Both contracts are due to expire on December 31, 2016. Pursuant to a Charter 1022 review, the City Administrative Officer determined that the requested services could be performed more feasibly by contractors than by City employees due to the limited duration of the projects, and that HCIDLA does not have sufficient in-house staff to perform the required work.

These contracts are used to hire computer programmers for the development of the Department's critical business systems. The staffing resource and technical expertise provided by these contracts are necessary for the continued development of these systems. HCIDLA has the following major business systems:

- 1) The Code, Compliance and Rent Information Systems (CCRIS) is a suite of web applications, which supports the Systematic Code Enforcement Program (SCEP) operation and the Rent Stabilization Ordinance (RSO) operation. The CCRIS manages code enforcement inspections of about 750,000 rental units and tracks Rent Stabilization cases for 700,000 units in the City of Los Angeles.

- 2) The Billing Information Management System (BIMS) is a web-based, customer portal for property owners to pay their bills, apply for exemptions, print related forms, and access their Rent Registration Certificates. The system is responsible for the billing and collection of the Systematic Code Enforcement Program (SCEP) and the Rent Stabilization Ordinance (RSO) fees totaled over \$50 million annually.
- 3) The Housing Information Management System (HIMS) is also a suite of web applications used to support the Department's Housing Development operations. It manages a housing loan portfolio of about 6,000 loans worth over \$1.8 billion and track the housing development of hundreds of projects.
- 4) Homeless Management Information System (HMIS) is an internal tracking system used to collect client-level data on housing and homeless services for the Housing Opportunities For Persons with AIDS (HOPWA) Program.
- 5) Foreclosure Information Management System (FIMS) is a web-based application for lenders and loan servicers to register their residential properties that are under foreclosure. The system provides information on these properties to departments such as LADBS and the City Attorney's Office that deal with foreclosure-related blight in the city.

SCOPE OF WORK

The continued development and enhancement of the above systems are critical to the operation of the Department. The contract programmers hired via these contracts provide the programming human resource and technical skills HCIDLA needs to continue these efforts. Attachment A lists all the systems projects to be developed by the contractors via the requested contract amendments.

FUNDING

The funding sources for the Second Amendments are as follows:

Fund Name	Fund Number	Account Number	Authority	Amount
Foreclosure Registry	56V	43N900	Requested in this transmittal	\$ 180,000.00
Code Enforcement Trust	41M	43N900	FY 2016-17 Adopted Budget	1,100,000.00
Rent Stabilization Trust	440	43N900	FY 2016-17 Adopted Budget	1,100,000.00
Municipal Housing Finance	815	43N900	2016-17 Adopted Budget	162,260.00
HOME	561	43N900	FY 2016-17 42 nd Consolidated Plan	162,260.00
General Fund – Contractual Services	100	003040	FY 2016-17 Adopted Budget	434,899.00
Foreclosure Registry	56V	43M900	CF 12-0647-S6 dated 1-19-2016	1,488,860.00
General Fund – Contractual Services	100	003040	CF 15-0600-S88 dated 10-25-2015	369,647.00
Total				\$ 4,997,926.00

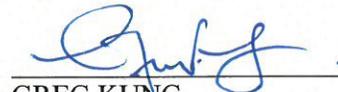
FISCAL IMPACT

There is no fiscal impact to the General Fund. The General Fund contractual services appropriations/expenditures will be reimbursed by various Special Funds.

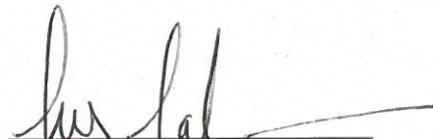
Prepared by:


MIMI DONLIN
Sr. Systems Analyst II
Systems Division

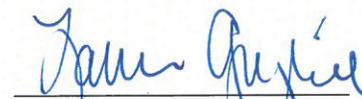
Reviewed by:


GREG KUNG
Director of Systems,
Systems Division

Reviewed by:


LUZ SANTIAGO
Assistant General Manager
Administration Bureau

Approved by:


LAURA GUGLIELMO
Executive Officer

Approved by:


RUSHMORE D. CERVANTES
General Manager

RC:LS:GK:MD

Attachment A

The projects identified for FY 2016-17 include the following with project scopes that are subject to change based on the needs of the City:

- 1) Code, Compliance and Rent Information System (CCRIS) – Redesign and develop CCRIS 2.0 to replace the existing version of CCRIS. CCRIS 2.0 will replace the existing system with newer technologies and add new business and technology requirements that are not supported by the current system. Below is a list of features to be included in CCRIS 2.0.

CCRIS 2.0 new functionality	Description
Online services	Consolidate and standardize online services for the public to make it easier for our customers to conduct business with us online.
Enhanced user interface and workflow	A more efficient user interface and automated workflow engine to automate the business process.
Performance data transparency	Provide transparency to the fee programs and meet the Mayor’s goal in publishing performance data to the public.
TRIP module	Ability for Tenant Relocation Inspection Program (TRIP) inspector and administrative staff to manage inspection and track cases.
HOME property, Residential Hotel, REAP and Hearing shortened cycle inspection module	Ability to accommodate inspection schedule of other programs which have a different inspection schedule than SCEP.
Subpoena and CPRA function	Ability to compile case records to respond to subpoenas and CPRA requests.
Court Liaison Unit (CLU) Inspection function	Ability to track all case activity of inspections of cases sent to the City Attorney’s office.
Residential Hotel	Tracking of Residential Hotel properties.
Tenant Habitability Program review	Automate the paper process of reviewing Tenant Habitability applications.
Scheduling Upgrade	Scheduling upgrade to prevent double booking within CCRIS
Mileage statement	Automation of mileage statements.
Standardize letters/notices generation	Use one technology for letters and notices generation. Allow staff to modify template wording and output letters/notices to Word format.
Reporting	Support custom ad-hoc reporting to allow users to create their own customized reports.
Enhance CCRIS case workflow	Enhance CCRIS case routing control to handle when, who, and to whom cases can be routed.
MobileCCRIS cloud	Move MobileCCRIS service to cloud to reduce interruption to inspectors work due to City network/server down problem.
Interactive web payment portal	Allow property owners to perform all billing transactions related to SCEP and RSO programs.

- 2) Billings Information Management Systems (BIMS) – Develop and enhance the following:
 - a. Enhanced payment and Mobile application to include all fees owed by a property owner
 - b. Integration with the InContact call center system
 - c. Ability to generate bills by owners in addition to the current process which is by properties
 - d. Enhanced reporting

- 3) Housing Information Management Systems (HIMS) – Develop and enhance the following:
 - a. Redesign the Occupancy Monitoring module to enhance reporting and tracking of affordable housing covenants
 - b. Ability to track accessibility compliance for housing project development
 - c. Upgrade of technology platform

- 4) Homeless Management Information System (HMIS) - Implement the new HMIS for the Housing Opportunities For Persons with AIDS (HOPWA) Program:
 - a. Case management and client record tracking and to fulfill U.S. Housing and Urban Development (HUD) Department's record keeping requirement
 - b. Collect data on the provision of housing and services to homeless individuals and families and persons at risk of homelessness

- 5) Document Management System (DMS) – Implement a department-wide document management system (DMS) to store all official documents. The DMS will allow staff to automate the creation, search, retrieval, archival and disposition of such documents.

- 6) Foreclosure Information Management System (FIMS) – Develop and enhance the following
 - a. Automation of non-compliance notices processing
 - b. Enhanced reporting
 - c. Integration with the public portal - GeoRegistry

Attachment B – Draft Contract Amendments (Continue on next page)

SECOND AMENDMENT
TO AGREEMENT NUMBER C-125235 OF CITY CONTRACTS
BETWEEN THE CITY OF LOS ANGELES
AND
3Di, INC.
RELATING TO
INFORMATION TECHNOLOGY – BUSINESS SYSTEMS DEVELOPMENT

THIS SECOND AMENDMENT to Agreement Number C-125235 (Agreement) of City of Los Angeles Contracts is made and entered into by and between the City of Los Angeles, a municipal corporation, hereinafter referred to as the City, and 3Di, Incorporated, a for-profit, closely held corporation, hereinafter referred to as the Contractor.

WITNESSETH

WHEREAS, the City and the Contractor have entered into an Agreement wherein Contractor shall provide certain information technology services for business systems development, said Agreement effective January 1, 2015 and subsequently amended, which together with all amendments thereto shall hereinafter be referred to as the Agreement; and

WHEREAS, Section 505 of the Agreement provides for amendments to the Agreement; and

WHEREAS, The Agreement contemplated that modifications and closeout activities may be required after the time set forth in “Section 201 Time of Performance” Term of the Agreement; and

WHEREAS, the City and the Contractor are desirous of amending the Agreement as authorized by City Council and Mayor (refer to C.F. # 14-0853 dated _____, 2016 and concurred by the Mayor on _____, 2016), which authorizes the General Manager of the Los Angeles Housing and Community Investment Department to prepare and execute an amendment to the Agreement for the purpose of (a) adding additional funds in the amount of Three Million Ninety Three Thousand Twenty Seven Dollars (\$3,093,027) for a new total of Five Million Six Hundred Eighty Seven Thousand Five Hundred Forty Seven Dollars (\$5,687,547) and (b) renewing the contract for an additional twelve months for a new ending date of December 31, 2017; and (c) making such other changes as are required in connection with the foregoing, all as detailed elsewhere in the Amendment; and

WHEREAS, this Amendment is necessary and proper to continue and/or complete certain activities authorized under the Agreement.

NOW, THEREFORE, the City and the Contractor agree that the Agreement be amended effective upon execution, as follows:

AMENDMENT

- §1. Amend Section 201, Time of Performance, by deleting the current end date of December 31, 2016, and replacing it with the new ending date of December 31, 2017.

This Amendment adds an additional twelve (12) months for a total term of thirty six (36) months.

- §2. Amend Section 301, A, Compensation and Method of Payment, by deleting the current total dollar amount of Two Million Five Hundred Ninety Four Thousand Five Hundred Twenty Dollars (\$2,594,520) and replacing it with the new total of Five Million Six Hundred Eighty Seven Thousand Five Hundred Forty Seven Dollars (\$5,687,547).

This amendment adds Three Million Ninety Three Thousand Twenty Seven Dollars (\$3,093,027) for a new total of Five Million Six Hundred Eighty Seven Thousand Five Hundred Forty Seven Dollars (\$5,687,547).

- §3. Amend and delete the Section 416.A.1.a.(3) in its entirety, Americans with Disabilities Act and replace with “[Deleted.]”

- §4. Amend and add the following Section 416 A.1.a. (3) to read as follows:

In implementing this Agreement, Contractor represents and certifies that it will:

1. Comply with the Americans with Disabilities Act, as amended, 42 U.S.C. Section 12101 et seq., the Rehabilitation Act of 1973, as amended, 29 U.S.C. Section 701 et seq., the Fair Housing Act, and its implementing regulations and any subsequent amendments; and California Government Code Section 11135.
2. Not discriminate in the provision of its programs, services or activities on the basis of disability or on the basis of a person’s relationship to, or association with, a person who has a disability.
3. Provide reasonable accommodation upon request to ensure equal access to all of its programs, services and activities.

Contractor represents and certifies that any construction for housing performed with funds provided through this Agreement will be done in accordance with the Uniform Federal Accessibility Standards (UFAS), 24 CFR, Part 40.

Contractor represents and certifies that its buildings, and facilities used to provide services in accordance with this Agreement, are in compliance with the federal and state standards

for accessibility as set forth in the 2010 ADA Standards, California Title 24, Chapter 11, or other applicable federal and state law.

Contractor understands that the City is relying upon these certifications and representations as a condition to funding this Agreement.

Contractor will require its subcontractors, if any, to execute a certification in the form attached hereto.

- §5. Except as herein amended, all terms and conditions of the Agreement shall remain in full force and in effect.
- §6. This Amendment is executed in three (3) duplicate originals, each of which is deemed to be original. This Amendment includes five (5) pages which constitutes the entire understanding and agreement between the parties.

IN WITNESS WHEREOF, the City of Los Angeles and the Contractor have caused this Agreement to be executed by their duly authorized representatives.

APPROVED AS TO FORM:

Executed this _____ day of _____, 2016

MICHAEL N. FEUER, City Attorney

For: THE CITY OF LOS ANGELES

By _____
Assistant/Deputy City Attorney

RUSHMORE D. CERVANTES
General Manager
Housing and Community Investment Department

Date: _____

ATTEST:

By: _____

HOLLY L. WOLCOTT, City Clerk

By: _____

Date: _____

Executed this _____ day of _____, 2016

For: **3Di, Inc.**

(Contractor's Corporate Seal)

By: _____

Print Name: Mihir Desai

Title: Vice President

D-U-N-S® Number: 938659992
CFDA Number: HOME – 14.239
City Business License Number: 0000495437-0002-8
Internal Revenue Service ID Number: 33-0647719

Council File Number	Contract/Amendments	Approval Dates
Council File No. 14-0853	Original Contract	12/16/2014 with Mayor's concurrence 12/18/2014
Council File No. 14-0853	First Amendment	12/04/2015 with Mayor's concurrence 12/09/2015
Council File No. 14-0853	Second Amendment	

Said Agreement is Number C-125235 of City Contracts, Amendment 2

SECOND AMENDMENT
TO AGREEMENT NUMBER C-125234 OF CITY CONTRACTS
BETWEEN THE CITY OF LOS ANGELES
AND
RYDEK COMPUTER PROFESSIONALS
RELATING TO
INFORMATION TECHNOLOGY – BUSINESS SYSTEMS DEVELOPMENT

THIS SECOND AMENDMENT to Agreement Number C-125234 (Agreement) of City of Los Angeles Contracts is made and entered into by and between the City of Los Angeles, a municipal corporation, hereinafter referred to as the City, and Rydek Computer Professionals, a for-profit, closely held corporation, hereinafter referred to as the Contractor.

WITNESSETH

WHEREAS, the City and the Contractor have entered into an Agreement wherein Contractor shall provide certain information technology services for business systems development, said Agreement effective January 1, 2015 and subsequently amended, which together with all amendments thereto shall hereinafter be referred to as the Agreement; and

WHEREAS, Section 505 of the Agreement provides for amendments to the Agreement; and

WHEREAS, The Agreement contemplated that modifications and closeout activities may be required after the time set forth in “Section 201 Time of Performance” Term of the Agreement; and

WHEREAS, the City and the Contractor are desirous of amending the Agreement as authorized by City Council and Mayor (refer to C.F. # 14-0853 dated _____, 2016 and concurred by the Mayor on _____, 2016), which authorizes the General Manager of the Los Angeles Housing and Community Investment Department to prepare and execute an amendment to the Agreement for the purpose of (a) adding additional funds in the amount of One Million Nine Hundred Four Thousand Eight Hundred Ninety Nine Dollars (\$1,904,899) for a new total of Four Million Two Hundred Twenty Three Thousand Nine Hundred Ninety One Dollars (\$4,223,991) and (b) renewing the contract for an additional twelve months for a new ending date of December 31, 2017; and (c) making such other changes as are required in connection with the foregoing, all as detailed elsewhere in the Amendment; and

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other applicable federal and state law.

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IN WITNESS WHEREOF, the City of Los Angeles and the Contractor have caused this Agreement to be executed by their duly authorized representatives.

APPROVED AS TO FORM:

Executed this _____ day of _____, 2016

MICHAEL N. FEUER, City Attorney

For: THE CITY OF LOS ANGELES

By _____
Assistant/Deputy City Attorney

RUSHMORE D. CERVANTES
General Manager
Housing and Community Investment Department

Date: _____

ATTEST:

By: _____

HOLLY L. WOLCOTT, City Clerk

By: _____

Date: _____

Executed this _____ day of _____, 2016

For: **Rydek Computer Professionals**

(Contractor's Corporate Seal)

By: _____
Print Name: Robert Deck
Title: President

By: _____
Print Name: Adam Reinhardt
Title: Corporate Secretary

D-U-N-S® Number: 070561358
CFDA Number: HOME – 14.239
City Business License Number:0000933289-0001-5
Internal Revenue Service ID Number: 95-4680364

Council File Number	Contract/Amendments	Approval Dates
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Said Agreement is Number C-125234 of City Contracts, Amendment 2