



County of Los Angeles
CHIEF EXECUTIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION
LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

February 12, 2008

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

Dear Supervisors:

**REGISTRAR-RECORDER/COUNTY CLERK: AGREEMENT WITH SOE SOFTWARE
CORPORATION
FOR THE ELECTION TASK MANAGEMENT SYSTEM
(ALL DISTRICTS – 3 VOTES)**

**CIO RECOMMENDATION: APPROVE (X) APPROVE WITH MODIFICATION ()
DISAPPROVE ()**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and instruct the Chair to sign the attached Agreement (“Agreement”) with SOE Software Corporation (SOE) to provide the Registrar-Recorder/County Clerk (RR/CC) with an Election Task Management System. The Agreement will be effective upon Board approval for a consecutive four-year term with two one-year and six one-month optional extensions. Extensions shall be at the sole discretion of the County. The Contract Sum of \$1,054,949 is included in the Department’s budget. In addition, the Department will submit the expenditures to the California Secretary of State for full reimbursement under the Federal Help America Vote Act (HAVA) grant funds.
2. Delegate authority to the Registrar-Recorder/County Clerk or his/her designee to prepare and execute amendments to extend the Agreement for up to two additional one-year periods and six one-month options for a maximum term of six years and six months.
3. Delegate authority to the Registrar-Recorder/County Clerk or his/her designee to prepare and execute amendments to include new or revised contract provisions as required by your Board or Chief Executive Officer.

4. Delegate authority to the Registrar-Recorder/County Clerk or his/her designee to amend the Agreement as necessary for the optimal performance of the Election Task Management System provided County Counsel approval is obtained and any cost increase does not to exceed 15% of the contract sum over the term of the Agreement including any extension periods for a total maximum contract sum of \$1,213,191.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommended action is to obtain Board approval of the Agreement with SOE to provide an Election Task Management System. The web-based Election Task Management System provides valuable planning tools for overseeing the magnitude of election events. The complexity of election operations requires precision and visibility. This software will enhance the management activities of an election calendar with preloaded tasks, duties, resources and all California election specific statutes and provides features to better track, monitor, update, and maintain multiple ongoing elections including task-based automatic alerts to identify impending problems before they reach crisis. Additionally, the web-based technology will replace the RR/CC's current Election Scheduling System, which does not support automated updates from multiple sources.

Implementation of Strategic Plan Goals:

The recommended action supports the County's Strategic Plan:

Goal No. 2: Workforce Excellence: Enhance the quality and productivity of the County workforce. The Agreement will provide RR/CC staff with a technology-advanced web-based task management tool to track and update critical election events which are extremely detailed and time consuming. The web-based system will allow the responsible staff to track its respective tasks and update the Election Task Management System as tasks are completed thus improving productivity and enhancing the current process.

Goal No. 3: Organizational Effectiveness: Ensure that service delivery systems are efficient, effective and goal-oriented. The Election Task Management System would eliminate circulating the current paper-based spreadsheets of election tasks and events.

FISCAL IMPACT/FINANCING

The Department has sufficient appropriation in the budget for this expenditure and the Department will be submitting the cost of the system and other related expenditures for full reimbursement under the Federal HAVA grant. The Contract Sum of \$1,054,949 is allocated as follows: (1) \$879,124 for the System including maintenance and support

services; and (2) \$175,825 in pool dollars for any System customizations, modifications and enhancements. The Agreement provides Board delegated authority to increase the contract sum up to 15% for a maximum contract sum of \$1,213,191 over the term of the Agreement.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The proposed Agreement will commence upon approval by your Board and run consecutively for a period of four years, unless extended or sooner terminated in whole or in part, with two one-year and six one-month extension options, for an aggregate term not to exceed six years and six months.

Your Board is authorized to approve this Agreement pursuant to Governmental Code 31000. The Agreement contains all Board required contract provisions including those pertaining to consideration of qualified County employees targeted for layoff and qualified GAIN/GROW participants for employment openings, and compliance with Jury Duty Ordinance, Safely Surrender Baby Law and the Child Support Program.

County Counsel has reviewed this Board letter and approved as to form the attached Agreement.

CONTRACT PROCESS

On October 11, 2007 the RR/CC released a Request for Proposal (RFP) for the Election Task Management System. A notice was sent to approximately 108 service providers registered with the Internal Services Department as providing like services. Advertisements were published in five local newspapers and the solicitation information was also posted on the County's website (Attachment I) as required by Board Order.

On November 1, 2007 a mandatory proposers' conference was held at the RR/CC Headquarters. Two prospective proposers attended the mandatory conference. RR/CC staff went over the RFP requirements, proposal evaluation and selection criteria, and reviewed the terms and conditions of the sample agreement. Proposals were due on November 16, 2007. SOE Software Corporation was the only proposal received. An evaluation committee consisting of RR/CC Operations staff and Technical Services staff evaluated SOE's qualifications, including, but not limited to their approach to providing the required services, quality control and cost. The evaluation committee found that SOE met the requirements needed to provide RR/CC with an Election Task Management System as stated in the RFP and recommends SOE for a contract. On final analysis and consideration of award, SOE was selected without regard to race, creed or color. During contract negotiations, SOE accepted all County contracting provisions without any changes.

The Honorable Board of Supervisors
February 12, 2008
Page 4

The Department has evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply to the recommended Agreement.

IMPACT ON CURRENT SERVICES/PROJECTS


Approval of the recommended action will provide the RR/CC a technology-advanced web-based system for the efficient tracking and management of critical election tasks and events.

CONCLUSION

Upon approval and execution of the recommended Agreement, it is requested that the Executive Officer/Clerk of the Board, return one adopted stamped copy of the approved Board letter and two signed copies of the Agreement to:

County of Los Angeles
Registrar-Recorder/County Clerk
12400 Imperial Hwy, Room 7201
Norwalk, CA 90650
Attn: Ngozi Ume, Manager
Finance & Management Division

Respectfully submitted,


WILLIAM T FUJIOKA
Chief Executive Officer

WTF:ES
GS:JY:ef

Attachment (2)

c: Dean C. Logan, Acting RR/CC
Chief Information Office
County Counsel

Reviewed by:


Jon W. Fullender
Chief Information Officer

ATTACHMENT I

CIO ANALYSIS

DEPARTMENT OF THE REGISTRAR-RECORDER/COUNTY CLERK AGREEMENT WITH SOE SOFTWARE CORPORATION FOR A WEB-BASED ELECTION TASK MANAGEMENT SYSTEM

CIO RECOMMENDATION: APPROVE APPROVE WITH MODIFICATION
 DISAPPROVE

Contract Type:

New Contract Contract Amendment Contract Extension
 Sole Source Contract Hardware Acquisition Other

New/Revised Contract Term: Base Term: 4 Yrs # of Option Yrs: 2 1/2

Contract Components:

Software Hardware Telecommunications
 Professional Services

Project Executive Sponsor: Dean C. Logan, Acting Registrar-Recorder/County Clerk

Budget Information :

Y-T-D Contract Expenditures	\$0
Requested Contract Amount	\$1,054,949
Aggregate Contract Amount	\$1,213,191 (includes a 15% delegated authority to amend the Agreement)

Project Background:

Yes	No	Question
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Is this project legislatively mandated?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is this project subvented? If yes, what percentage is offset? This project funding is 100% reimbursable under the Federal HAVA grant funding.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Is this project/application applicable to (shared use or interfaced) other departments? If yes, name the other department(s) involved.

Strategic Alignment:

Yes	No	Question
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is this project in alignment with the County of Los Angeles Strategic Plan?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is this project consistent with the currently approved Department Business Automation Plan?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the project's technology solution comply with County of Los Angeles IT Directions document?

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the project technology solution comply with preferred County of Los Angeles IT standards?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	This contract and/or project and its milestone deliverables must be entered into the Information Technology Tracking System (ITTS).

Project/Contract Description:

This Agreement will allow the Registrar-Recorder/County Clerk (RR/CC) to purchase and implement a web-based Election Task Management System. This will include licensing and maintenance. The Agreement will be for four (4) years, with two (2) one-year options, and six (6) one-month options.

Background:

In October 2007, the RR/CC issued an RFP for an Election Task Management System. After the Mandatory Proposer's Conference, which was attended by two prospective proposers, only SOE Software Corporation submitted a proposal. The Evaluation Committee reviewed the proposal and determined that SOE met the RR/CC's requirements.

Project Justification/Benefits:

Approval of the proposed Agreement will allow the RR/CC to implement a web-based Election Management System, which is pre-loaded with tasks, duties, resources and all California election specific statutes. This tool will allow RR/CC responsible staff the ability to better track, monitor, update, and maintain multiple ongoing elections. The system, which will issue automatic alerts to identify problems, will replace the RR/CC's current Election Management System. The current system, which was developed by the RR/CC's technical staff using Microsoft Visual Basic and Microsoft Access, was put into production in June, 2005. However, the current system does not support automated updates from multiple sources.

Project Metrics:

A detailed project plan will be developed by the Contractor and approved by the County. This project plan, which will include all high-level milestones, will be used to manage the project on a day-to-day basis. Also, all deliverables identified in the Statement of Work will require written acceptance by the County. The Contractor is to assign a dedicated Project Manager who will be responsible for overall project coordination. The Project Manager will deliver weekly status reports to the County and participate in weekly conference calls to track the progress of the project.

Impact On Service Delivery Or Department Operations, If Proposal Is Not Approved:

If the proposed Agreement is not approved, the RR/CC will be unable to replace the current Election Management System. This means that tasks leading to elections will continue to be tracked via spreadsheets, and all inputs will need to be completed by one source instead of multiple sources.

Alternatives Considered:

Because only one vendor submitted a proposal, no alternatives were considered.

Project Risks:

None.

Risk Mitigation Measures:

None.

Financial Analysis:

The total maximum obligation is \$1,213,191 over the term of the Agreement. This includes \$879,124 for the licensing and system support/maintenance, and \$175,825 in pool dollars to accommodate system customizations, modifications or enhancements. The Agreement also includes the RR/CC's requested Board delegated authority to increase the contract sum by up to 15% (\$158,242). This project funding is 100% reimbursable under the Federal HAVA grant funding.

CIO Concerns:

None.

CIO Recommendations:

My Office supports this action, and recommends approval by the Board.

CIO APPROVAL

Date Received: January 7, 2008

Prepared by: Henry Balta

Date: January 22, 2008

Approved: 

Date: 1-22-08

**Request for Local SBE Preference Program Consideration and
CBE Firm/Organization Information Form**

INSTRUCTIONS: All proposers/bidders responding to this solicitation must complete and return this form for proper consideration of the proposal/bid.

I. LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM:

FIRM NAME: SOE Software Corporation

CAGE CODE: 4VFB4

NAICS CODE: 541511

- As a business registered as 'Small' on the federal Central Contractor Registration (CCR) database, I request this Proposal/bid be considered for the Local SBE Preference.
- The NAICS Code shown corresponds to the services in this solicitation.
- Attached is my CCR certification page.

II. FIRM/ORGANIZATION INFORMATION: The information requested below is for statistical purposes only. On final analysis and consideration of award, contractor/vendor will be selected without regard to race/ethnicity, color, religion, sex, national origin, age, sexual orientation or disability.

Business Structure: Sole Proprietorship Partnership Corporation Non-Profit Franchise Other (Please Specify) _____						
Total Number of Employees (including owners): 36						
Race/Ethnic Composition of Firm. Please distribute the above total number of individuals into the following categories:						
Race/Ethnic Composition	Owners/Partners/ Assoc Partners		Managers		Staff	
	Male	Female	Male	Female	Male	Female
Black/African American			1	1		1
Hispanic/Latino			1		2	1
Asian or Pacific Islander			1	2		4
American Indian						
Filipino						
White	4	2	3	3	4	6

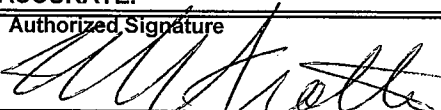
III. PERCENTAGE OF OWNERSHIP IN FIRM: Please indicate by percentage (%) how ownership of the firm is distributed.

	Black/African American	Hispanic/Latino	Asian or Pacific Islander	American Indian	Filipino	White
Men	%	%	%	%	%	60%
Women	%	%	%	%	%	40%

IV. CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED, AND DISABLED VETERAN BUSINESS ENTERPRISES: If your firm is currently certified as a minority, women, disadvantaged or disabled veteran owned business enterprise by a public agency, complete the following and attach a copy of your proof of certification. (Use back of form, if necessary.)

Agency Name	Minority	Women	Dis-advantaged	Disabled Veteran	Expiration Date

V. DECLARATION: I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE.

Print Authorized Name	Authorized Signature	Title	Date
Marc J. Fratello		CEO	12-26-07

