



County of Los Angeles
**CHIEF EXECUTIVE OFFICE
OPERATIONS CLUSTER**

SACHI A. HAMAI
Interim Chief Executive Officer

DATE: July 16, 2015
TIME: 1:00 p.m.
LOCATION: Kenneth Hahn Hall of Administration, Room 830

AGENDA

Members of the Public may address the Operations Cluster on any agenda item by submitting a written request prior to the meeting.
Three (3) minutes are allowed for each item.

1. Call to order – Gevork Simdjian
 - A) **Board Letter – COUNTYWIDE CLASSIFICATION ACTIONS TO IMPLEMENT CLASSIFICATION STUDIES**
CEO – Steve Masterson or designee
 - B) **Board Letter – REQUEST TO APPROVE CONTRACT WITH K&H PRINTERS-LITHOGRAPHERS, INC. FOR OUTGOING VOTE BY MAIL ELECTION MAILING SERVICES**
RR/CC – Dean Logan or designee
 - C) **Board Letter – APPROVAL OF REVISED BOARD POLICY NO. 5.100 – SOLE SOURCE CONTRACTS**
ISD – Dave Chittenden or designee
 - D) **Legal Discussion On Minimum Wage And Related Issues**
CoCo – Mary Wickham or designee
2. Public Comment
3. Adjournment



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

SACHI A. HAMAI
Interim Chief Executive Officer

Board of Supervisors
HILDA L. SOLIS
First District

MARK RIDLEY-THOMAS
Second District

SHEILA KUEHL
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

August 4, 2015

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

Dear Supervisors:

COUNTYWIDE CLASSIFICATION ACTIONS (ALL DISTRICTS - 3 VOTES)

SUBJECT

This letter and accompanying ordinance will update the tables of classes of positions and the departmental staffing provisions by adding one (1) new unclassified classification, by changing the salary of two (2) represented classifications, by deleting classifications and by reclassifying positions in various County departments.

IT IS RECOMMENDED THAT THE BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to add one (1) new unclassified classification, to change the salary of two (2) represented classes, to delete three (3) non-represented classifications and to reclassify 23 positions to implement results of classification studies in the departments of Auditor-Controller, Chief Executive Officer, Mental Health, Parks and Recreations, Public Health, Public Social Services, Public Works, Registrar-Recorder/County Clerk and Sheriff.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification and compensation recommended actions in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification and compensation recommendations in this letter.

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs as performed by the incumbents (Attachments A, B and C). This is a primary goal of the County's classification and compensation system. Positions reclassified upward, downward and laterally are consistent with the class concepts of the proposed classifications.

These actions are recommended based upon generally accepted principles of classification and compensation. Furthermore, these actions are important in addressing departmental operational needs, and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions facilitates good business operations, and can reduce the number of costly personnel-related problems.

New Unclassified Classification

We are establishing one (1) new unclassified classification. The Director of Child Protection (UC) will be assigned to the Executive Office of the Board of Supervisors and will act as an advisor to the Board. This position will be responsible for developing, directing, implementing and monitoring a comprehensive program of child safety related services, programs and policies.

Salary Changes

In accordance with a June 23, 2015 settlement agreement with the American Federation of State, County, and Municipal Employees (AFSCME), we are recommending a salary change for two (2) represented classifications. The agreement stems from a July 2014 grievance filed over pay parity concerns that were determined by the CEO to be valid, resulting in a pay disparity between these classifications and two (2) similar classifications performing work at the same level and requiring similar knowledge and skills. The salary change will have a June 1, 2015 effective date, per the settlement agreement.

Deleted Classifications

In conjunction with our continuing goal of reducing classifications, we are recommending the deletion of three (3) non-represented classifications and three (3) vacant represented classifications (Attachment A). The represented classes have been approved for deletion by the Employee Relations Commission (ERCOM) and the affected departments have been informed of and have consented to these deletions. This recommendation is consistent with the County's strategy to reduce the number of obsolete classifications.

Countywide Head Departmental Personnel Technician Study

We are recommending the reclassification of three (3) positions in the departments of Public Works and Registrar-Recorder/County Clerk (Attachment B). These actions will further implement the Countywide Head Departmental Personnel Technician Classification Study to provide clarity for this core departmental function. The goal of this study is to establish salary equity among departments of comparable size, budget, and complexity, eliminate redundant classifications, and facilitate the recruitment and retention of supervisors in the field of personnel.

Reclassifications

There are 23 positions in nine (9) departments being recommended for reclassification (Attachment C). The duties and responsibilities assigned to these positions have changed since the original allocations were made. The positions would be more appropriately classified in the recommended classes.

Implementation of Strategic Plan Goals

Your approval of the accompanying ordinance is consistent with the County Strategic Plan Goal 1 - Operational Effectiveness/Fiscal Sustainability as it establishes effective organizational structures and individual position allocations for County departments, which in turn, helps to maximize the effectiveness of processes, structure, operations, and strong fiscal management to support timely delivery of customer-oriented and efficient public services. Specifically, it will improve the quality of the workforce, achieve departmental operational efficiencies, and maintain consistency in personnel practices throughout the County.

FISCAL IMPACT/FINANCING

The projected budgeted annual savings resulting from the reclassifications and salary changes recommended is estimated to total \$18,541 (all funds). Net County savings is estimated to be \$17,847. Cost increases associated with upward reclassification actions and compensation changes will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

FACTS AND PROVISIONS/LLEGAL REQUIREMENTS

The County Charter authorizes the establishment and maintenance of “a classification plan and the classification of all positions.” This responsibility is further delineated in Civil Service Rule 5.

Appropriate consultations have been conducted with the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through the proper classification and compensation of positions.

Respectfully submitted,

Sachi A. Hamai
Interim Chief Executive Officer

SAH:RM:PAC
AE:KP:mmg

Attachments

- c: Executive Office, Board of Supervisors
- County Counsel
- Auditor-Controller
- Department of Human Resources
- Chief Information Office
- Affected Departments

ATTACHMENT A

**UNCLASSIFIED CLASSIFICATION RECOMMENDED
FOR ADDITION TO THE CLASSIFICATION PLAN**

Proposed Savings/Cafeteria Benefit Plan	Item No.	Title	Salary Schedule & Level	
Savings/Megaflex	9116	Director of Child Protection (UC)	N23	R18

**REPRESENTED CLASSIFICATIONS
RECOMMENDED FOR SALARY CHANGE**

Item No.	Title	Current Salary Schedule & Level		Recommended Salary Schedule & Level	
9029	Mental Health Clinician I	NM	87D	N2M	87D
9030	Mental Health Clinician II	NM	90D	N3MW	90D

**REPRESENTED CLASSIFICATIONS
RECOMMENDED FOR DELETION**

Item No.	Title
1261	Operations Specialist, Banking and Remittance Processing
2268	Senior Deputy Purchasing Agent
7993	Welfare Fiscal Analyst

**NON-REPRESENTED CLASSIFICATIONS
RECOMMENDED FOR DELETION**

Item No.	Title
8504	Associate Conservator, Museum of Art
1060	Budget & Fiscal Services Manager
1075	Head, Budget & Management Services, Museum of Art

**COUNTYWIDE HEAD DEPARTMENTAL PERSONNEL
TECHNICIAN STUDY**

Department	No of Pos.	Present Classification	No of Pos.	Classification Findings
Public Works	1	Head, Departmental Personnel Technician Item No. 1850A NM 96F Non-Represented	1	Administrative Services Manager I Item No. 1002A NM 95E Non-Represented
Registrar-Recorder/County Counsel	1	Head, Departmental Personnel Technician Item No. 1850A NM 96F Non-Represented	1	Head, Staff Development Specialist Item No. 1869A NM 92E Non-Represented
Registrar-Recorder/County Counsel	1	Senior Departmental Personnel Technician Item No. 1849A NM 92F Non-Represented	1	Staff Development Specialist Item No. 1861A NM 89E Non-Represented

RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS**AUDITOR-CONTROLLER**

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Senior Departmental Personnel Technician Item No. 1849A NM 92F Non-Represented	1	Administrative Services Manager I Item No. 1002A NM 95E Non-Represented

The subject Senior Departmental Personnel Technician position is assigned to the Recruitment Section within the Administrative Services Division. The Recruitment Section is responsible for departmental recruitments, classification, and compensation assignments. The position oversees the work of subordinate staff as well as plans, conducts or oversees complex and/or sensitive assignments. In addition, the position communicates information that is often highly sensitive, complex, and/or confidential and provides findings and recommendations to management.

The scope of responsibilities meets the allocation standards for Administrative Services Manager I, a class that has a full range of difficult to complex analytical assignments and makes recommendations on complex issues that directly impact departmental programs and administrative operations. Therefore, we recommend the upward reclassification to Administrative Services Manager I.

CHIEF EXECUTIVE OFFICE

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Personnel Assistant Item No. 1890A NM 75K Non-Represented	1	Analyst, CEO Item No. 0827A N35M 94F Non-Represented

The subject position is assigned to the Benefits and Compensation Policy Section, which handles all aspects of County employee compensation policy. It is responsible for providing specialized staff support to higher level analysts and Section management as well as analyzes and recommends solutions for various compensations issues. Duties include participating in inequity presentations with labor organizations; assisting with the cost computations of union proposals; tracking and reviewing Board letters and Employee Relations Commission meeting minutes for actions impacting classification and salary; processing updates to the Oracle Compensation System; and reviewing and analyzing pending legislation for County impact and projected costs.

The assigned duties and responsibilities meets the classification standards for Analyst, CEO, which provides professional staff support to the CEO in the planning, coordination, direction and control of such specialized County functions as the County budget, finance, operations, capital projects, legislative analysis, organization and management studies, employee relations, compensation policy, risk management, marketing, asset management, and unincorporated area services functions. Therefore, we recommend upward reclassification to Analyst, CEO.

MENTAL HEALTH

No of Pos.	Present Classification	No of Pos.	Classification Findings
2	Administrative Assistant III Item No. 0889A NM 88A Represented	2	Safety Assistant Item No. 3033A 83B Represented

The subject positions are located in the Human Resources Bureau, Health and Safety Unit. The primary role of this Unit is to maintain the department's Injury, Illness and Prevention Plan Program, accident prevention program, Hepatitis B vaccination program, and other health and safety related efforts. The positions are responsible for conducting facility inspections to identify and address health and safety issues at various DMH facilities. Duties include conducting ergonomic assessments; researching and ordering specialized equipment for employees; collaborating with the County's Security Operation Unit, County Counsel, law enforcement offices and departmental program staff related to workplace violence or hazards; processing Security Incident Reports; reviewing Accident Investigative Reports; coordinating the department's Quarterly Inspection Survey and following up on non-compliance issues.

The duties and responsibilities meet the classification standards of Safety Assistant, a class responsible for the performance of delegated safety program functions. Work assignments may include work site or field safety inspections, conducting training in respiratory protection, hearing conservation, confined space procedures, Hazard Communications, CPR/First Aid, and other training as required. Therefore, we recommend downward reclassification of these positions to Safety Assistant.

PARKS AND RECREATION

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Equipment Maintenance Supervisor Item No. 6616A NM 82H Represented	1	Power Equipment Technician Supervisor Item No. 7437A Flat Rate Represented

The subject position reports to an Automotive Equipment Coordinator and is located in the Special Operations Division, Regional Facilities Agency. The position supervises the work of Power Equipment Technician staff participating in the maintenance of an assortment of tools and equipment. The position is responsible for identifying repair issues, costs and over all extent of need for equipment and vehicle repairs; performing mandatory inspections and repairs of equipment; and providing technical information as well as training to staff regarding updated repair methods and new equipment repair.

The scope of responsibilities assigned to this position meets the Power Equipment Technician Supervisor allocation criteria to provide administrative and technical direction to subordinate staff engaged in maintaining and repairing automotive and non-automotive power equipment. Incumbents in these positions are responsible for supervising subordinate staff, identifying repair problems, coordinating repairs, estimating cost and extent of repairs needed, and determining work priorities. Therefore, we recommend upward reclassification to Power Equipment Technician.

PUBLIC HEALTH – PUBLIC HEALTH PROGRAMS

No of Pos.	Present Classification	No of Pos.	Classification Findings
2	Assistant Program Specialist, Public Health Nursing Item No. 5233N N21 RN07 Represented	2	Public Health Nursing Supervisor Item No. 5236N N21 RN08 Represented

The subject positions are assigned to the Maternal, Child, and Adolescent Health Nurse-Family Partnership and the HIV Epidemiology Program Data Acquisition Units, respectively. The positions are primarily responsible for planning, supervising and evaluating the work activities of subordinate nursing staff. Duties include assisting in the administration of nursing components in the respective areas of nursing services, staffing and in-service training. The assigned duties and responsibilities are consistent with the allocation criteria of a Public Health Nursing Supervisor, a class characterized chiefly by assignment as first-level supervisors of a group of public health nursing and other personnel in the provision of generalized and specialized nursing services. Public Health Nursing Supervisors have responsibility for implementing and maintaining the nursing components of departmental public health programs, and for providing supervision and consultation to nursing and other staff. Therefore, we recommend upward reclassification of these positions to Public Health Nursing Supervisor.

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PUBLIC SOCIAL SERVICES

No of Pos.	Present Classification	No of Pos.	Classification Findings
5	Financial Specialist III Item No. 0749A N27M 89L Non-Represented	5	Management Analyst Item No. 1848A NM 88F Non-Represented
1	Human Services Liaison, Public Social Services Item No. 8008N N23 S12 Non-Represented	1	Division Chief, Public Social Services Item No. 8014A N23 S12 Non-Represented
5	Information Systems Analyst I Item No. 2590A NM 91H Represented	5	Information Systems Analyst II Item No. 2591A NM 94D Represented

The subject Financial Specialist III positions are assigned to the Fiscal Compliance Section and are responsible for performing analytical, technical, and confidential work related to fiscal and departmental compliance reviews and assessments. The Section conducts Internal Control Certification Program reviews, cash counts, fiscal reviews, and special investigations. Duties include reviews and investigations requiring researching, analyzing and interpreting fiscal and departmental policies and procedures; preparing reports; and providing recommendations to management; and preparing and conducting internal control training for departmental staff. The duties and responsibilities are consistent with the classification standards for Management Analyst, a class which incumbents utilize analytical and technical skills and abilities while drawing upon knowledge acquired through specialized training and experience. Therefore, we recommend downward reclassification of these positions to Management Analyst.

The subject Human Services Liaison, Public Social Services position is being recommended for reclassification in conjunction with a departmental reorganization. This position will be located in the new Communications and Training Division, where it will oversee operations through subordinate managers. The primary work performed in this Division will be to develop, implement and deliver comprehensive training programs. Responsibilities include all internal and external communications utilizing web-based, video, social media, marketing, public information, graphic arts projects, and outreach campaigns. The scope of responsibilities are consistent with the classification standards for Division Chief, Public Social Services, a class which is responsible for directing the activities of a function or unit organized on a divisional basis to accomplish one or more major departmental line or staff objectives. Therefore, we recommend lateral reclassification.

Lastly, five (5) Information Systems Analyst I positions are assigned to the Contract and Technical Services Bureau, Eligibility Systems Division. Two (2) of the positions are located in the Application Support and Production Control Unit, one (1) in the Eligibility Section - Eligibility Determination Benefit Calculation I Unit, and the remaining two (2) are in the IT Contract Management, IT Procurement Unit. These positions have a comprehensive knowledge of all phases of systems, design and development, including analyzing end user requirements; developing systems; identifying and resolving problems on complex systems including the Los Angeles Eligibility Automated Determination Evaluation and Reporting (LEADER) and Medi-Cal systems, and preparing detailed specifications that address the scope and boundaries of a system as well as business and data requirements. The duties performed meet the allocation standards for Information Systems Analyst II, a class which provides a full-range of information systems analysis and design and are assigned to moderately complex systems. Therefore, we recommend upward reclassification of these positions to Information Systems Analyst II.

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SHERIFF – GENERAL SUPPORT SERVICES

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Power Equipment Operator Item No. 7374A N2M 84E Represented	1	Painter Item No. 6973A Flat Rate Represented
1	Statistical Analyst, Sheriff Item No. 1750A NM 79L Represented	1	Crime Analyst, Sheriff Item No. 0939A NM 88G Represented

The subject Power Equipment Operator position reports to a Carpenter Supervisor and is located in the Administrative and Training Division/Facilities Services Bureau. Specific duties include preparing surfaces for paint; applying primer and paint to wall and ceiling surfaces using spray equipment, rollers, and paint brushes; measuring and painting parking lot lines and verbiage; performing minor repairs to walls and ceiling surfaces; mixing paint; sanding wood surfaces; thinning paint and cleaning equipment using appropriate solvents. The scope of the duties and responsibilities assigned to this position meets the definition of Painter, a class which performs general painting work that includes a wide variety of skilled interior and exterior painting tasks on buildings, equipment, furniture, signs, and other structures. Therefore, we recommend downward reclassification of this position to Painter.

The subject Statistical Analyst, Sheriff position is located in the Technology and Support Division/Records and Identification Bureau and it provides the Department's Internal Criminal Investigations Bureau investigators with crime analysis support. The primary responsibility includes routinely analyzing data and patterns of criminal activity using analytical methodologies and software to develop plans for prevention, deployment and apprehension of criminal offenders. This position meets the allocation criteria for the Crime Analyst, Sheriff, a class which is responsible for analyzing, preparing reports, and disseminating technical information and data relevant to actual and anticipated criminal activity to operational personnel to increase the effectiveness of patrol deployment, crime prevention, and apprehension of suspects. Therefore, we recommend upward reclassification of this position to Crime Analyst, Sheriff.



Los Angeles County Registrar-Recorder/County Clerk

Dean C. Logan
Registrar-Recorder/County Clerk

August 4, 2015

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

Dear Supervisors:

**REQUEST TO APPROVE CONTRACT WITH K&H PRINTERS-LITHOGRAPHERS, INC. FOR
OUTGOING VOTE BY MAIL ELECTION MAILING SERVICES
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

SUBJECT:

The Registrar-Recorder/County Clerk (RR/CC) requests approval of a new contract with K&H Printers-Lithographers, Inc. (K&H) for Outgoing Vote by Mail election mailing services (Contract Number 15-003) to assist with the preparation and delivery of Vote by Mail ballots to voters before an election. The current contract expires on August 31, 2015.

IT IS RECOMMENDED THAT THE BOARD:

1. Authorize the RR/CC, or his designee to execute a Contract with K&H for Outgoing Vote by Mail election mailing services, which is substantially similar to Attachment 1, effective September 1, 2015 through August 31, 2018 for a term of 3-years and a maximum contract amount of \$5,341,599.
2. Delegate authority to the RR/CC, or his designee to prepare and execute future amendments to extend the Contract for two (2) one-year option terms and six (6) month-to-month options.
3. Authorize the RR/CC, or his designee to execute increases to the original contract amount and extension periods by no more than ten percent (10%) to accommodate unforeseen increases in Vote by Mail voter participation and Special Elections.
4. Delegate authority to the RR/CC, or his designee to terminate the contract for convenience.

5. Delegate authority to the RR/CC, or his designee to prepare and execute future amendments, with County Counsel approval, to reflect changes due to new legislation or County policy.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

The purpose of the recommended Contract with K&H is to assist RR/CC election staff to provide rapid and accurate Vote By Mail election outgoing mailing services on a part-time or intermittent basis to prepare and send up to 1.5 million+ Vote by Mail ballots to voters prior to scheduled elections and on an as-needed basis for special elections. Scheduled elections include the Uniform District Election Law (UDEL), Primary and General Elections. Special Elections are unscheduled elections that are conducted on as-needed basis (Elections Code section 10002).

These outgoing election mailing services are required 78 days before the date of an election to election day and include: (1) manufacturing election specific envelopes; (2) providing inkjet equipment and Contract staff to print election information onto return Vote by Mail ballot envelopes; (3) Contract staff to operate two County-owned inserter machines (Bell & Howell Phillipsburg Mark II Series); and (4) other mailing services (i.e., presort, storage, verification, and transport of Vote by Mail ballot envelope packages to the U.S. Postal Service [USPS] to meet their specification).

In Los Angeles County, 1,525,569 (31%) voters are permanently issued a Vote by Mail ballot out of 4,911,790 total registered voters. In addition the RR/CC also issues temporary, one-time Vote by Mail ballots to voters seeking a mail ballot for a single election only. As indicated on the Secretary of State website, the total number of permanent Vote By Mail voters in Los Angeles County has increased for every election type since 1992. It is projected that the number of voters choosing to Vote by Mail will continue to rise.

The RR/CC is asking for delegated authority and flexibility to terminate this contract for convenience due to RR/CC's efforts to implement a brand new voting system currently is being developed under the Voting Systems Assessment Project (VSAP). This new voting system may require distinctly different services and experience and RR/CC will need to make the necessary changes to its operation accordingly.

Implementation of Strategic Plan Goals:

This request supports the County Strategic Plan as follows:

1. Operational Effectiveness/Fiscal Sustainability: Maximize the effectiveness of processes, structure, operations, and strong fiscal management to support timely delivery of customer-oriented and efficient public services.

FISCAL IMPACT/ FINANCING:

All federal and State (general, primary), and local elections are funded by Net County Cost (NCC) and are included in the Department's FY 2015-2016 budget. The total maximum Contract amount for the 3-year term is \$5,341,599.

As part of the contract, RR/CC may need to increase the original contract amount and extension periods by no more than ten percent (\$534,160) to accommodate unforeseen increases in Vote by

Mail voter participation and Special Elections. The estimated total cost to extend this contract for the first option year is up to \$1,646,339 and \$2,216,785 for the second option year.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

Your Board is authorized to approve this contract pursuant to Government Code section 23004.

RR/CC has determined that this is not a Proposition A Contract because the services are provided on a part-time or intermittent basis, and therefore, provisions of the County's Living Wage Program do not apply.

Pursuant to the Elections Code, the Los Angeles County RR/CC is responsible and required to conduct federal, State and local elections and to ensure the availability of Vote by Mail ballots to voters for such elections (Elections Code section 3000 et seq.).

CONTRACTING PROCESS:

The current Contract Number 73635 with Election Services and Software, LLC (ESS) was extended on a month-to-month basis for six months from March 1, 2015 to August 31, 2015 as instructed by your Board on February 17, 2015 to allow the RR/CC to re-issue an Invitation for Bids (IFB) solicitation and allow qualified vendors an opportunity to compete for this contract.

The RR/CC issued a new IFB #15-003 for Outgoing Vote by Mail Election Mailing Services on March 17, 2015. The IFB was publically posted on the Internal Services Department (ISD) contracting website, the RR/CC website, advertised in five regional newspaper publications (Los Angeles Daily News, Los Angeles Times, Daily Breeze, Antelope Valley Press, Downtown News, and LA Opinion) and posted on social media websites including Twitter, and Facebook.

During the mandatory job walk through at RR/CC Headquarters on April 16, 2015, election and contract staff provided four vendors a tour of the Vote by Mail Election Operation.

In an IFB solicitation, the lowest cost bid that meets the minimum requirements, and is responsive and responsible is recommended for a contract award. At the close of the IFB, the RR/CC received three bids. Two bidders met the mandatory minimum requirements. K&H was recommended for award because this vendor submitted the lowest price.

On June 10, 2015 the RR/CC sent a letter to K&H outlining our intent to recommend them for a contract award to your Board. On June 11, 2015, the RR/CC received a letter of intent from ESS to provide Outgoing Vote by Mail Election mailing services pending your Board's approval.

IMPACT ON CURRENT SERVICES:

The new contract with K&H will assist the RR/CC to prepare and send 1.5+ million Vote by Mail ballots to voters before an election.

CONCLUSION

Upon approval by your Board, the Executive Officer is requested to return one (1) adopted copy of this letter to:

Department of Registrar-Recorder/County Clerk
Finance and Management Division
12400 Imperial Highway, Suite 7201, Norwalk, CA 90650
Attention: Francisco E. Perez, Assistant Division Manager

Respectfully submitted,

DEAN C. LOGAN
Registrar-Recorder/County Clerk

DL:RF:fp

Enclosures

c: Chief Executive Office
Deputy CEO
Executive Office, Board of Supervisors
RR/CC Board Deputies
Chief Information Office
County Counsel

DRAFT



JIM JONES
Director

County of Los Angeles
INTERNAL SERVICES DEPARTMENT

1100 North Eastern Avenue
Los Angeles, California 90063

Telephone: (323) 267-2101
FAX: (323) 264-7135

"To enrich lives through effective and caring service"

August 4, 2015

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

Dear Supervisors:

**APPROVAL OF REVISED
BOARD POLICY NUMBER 5.100 – SOLE SOURCE CONTRACTS
(ALL DISTRICTS - 3 VOTES)**

SUBJECT

Recommendation to approve the revised Board of Supervisors Policy Number 5.100, Sole Source Contracts, that provides guidelines for sole source Board approved contracts.

IT IS RECOMMENDED THAT THE BOARD:

Approve the attached Board of Supervisors Policy Number 5.100, Sole Source Contracts ("Policy"), revised to modify the current contracting process prior to a County department seeking approval of a sole source contract.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommended revised Policy was approved by your Audit Committee on June 18, 2015, and language was either deleted, added, or modified to accomplish the following:

- Expand the current \$250,000 Board notification threshold to any amount for a contract that is coming before the Board for approval, as well the current annual reporting requirement from sole source contracts under \$250,000 to include those over \$250,000.

- Emphasize that there are no blanket exemptions to the Policy, and that it is a department's responsibility to provide sufficient justification for a sole source contract, and it is the Board's decision whether to award a sole source contract.
- Emphasize that a department's failure to plan ahead for its need to sole source does not constitute an emergency on the part of the Board.
- Require a four-week notification from the County department to the Board for new sole source contracts; a six-month notice in advance of an expiring (existing) sole source contract.
- Require County departments to quantify cost savings or cost avoidance (i.e., demonstrate due diligence) if citing that the sole source is in the best economic interest of the County.
- Require the advanced Board notification process to include presenting the sole source contract request at the department's Cluster meeting.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The County Strategic Plan Goal of Operational Effectiveness (Goal 1) directs that we maximize the effectiveness of processes, structure, and operation to support timely delivery of customer-oriented and efficient public services. The Board's adoption of the revised Policy is consistent with this goal.

FISCAL IMPACT/FINANCING

No fiscal impact.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Policy revisions are a result of your Board's direction, on January 27, 2015, to review the County's sole source policy and report back with recommendations for revising the policy to narrow and limit its usage. The recommendations were to include a requirement that the Board be notified of a potential sole source contract situation while sufficient time still remains to pursue a standard competitive solicitation.

The revised Policy addresses the issues by revising the language in the current Policy. The changes will be effective upon your Board's approval. The current sole source vetting process will continue as stipulated in the current Policy.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the revised Policy will enhance transparency and ensure sole source contract award recommendations are thoroughly vetted.

CONCLUSION

It is requested that the Executive Officer, Board of Supervisors return two stamped copies of the approved Board letter to the Director, ISD.

Respectfully submitted,

JIM JONES
Director

JJ:DC:JS:YY
Attachment

c: Chief Executive Officer
County Counsel



Los Angeles County **BOARD OF SUPERVISORS POLICY MANUAL**

Policy #:	Title:	Effective Date:
5.100	Sole Source Contracts	03/02/99

PURPOSE

Establishes guidelines for sole source contracts approved by the Board of Supervisors (Board). It is the policy of the Board that County departments solicit the maximum number of bids/proposals for a service from the largest relevant market and select contractors on a competitive basis.

Certain acquisitions are determined to be in the best interest of the County based on regulatory, qualified, measurable or quantifiable criteria may be obtained from a sole source. In these instances, County departments must provide sufficient detail to justify the basis for deviating from the competitive procurement process.

REFERENCE

February 23, 1999 [Administrative Memo](#) from Board Order, Synopsis 15

March 2, 1999 Chief Administrative Office memo, "[Sole Source Contracts](#)"

February 6, 2008 [Board Order 13](#)

January 27, 2015 Board Order 17

Sole Source Checklist

POLICY

Board Notification

County departments that intend to negotiate a sole source services contract (“sole source contract”) for Board approval must:

- Provide advance written notice to the Board at least four weeks prior to commencing contract negotiations for new contracts, and at least six months prior to the expiration of an existing sole source contract.
- Copy the Chief Executive Officer (CEO) on the written notification, and concurrently;
- Place the item on the department’s Cluster agenda.

Board Approval Process

Departments requesting Board approval of a sole source contract must include a completed sole source checklist approved by the CEO with their respective Board letter. The checklist must include a detailed justification for the sole source request. While there may be circumstances or emergency situations that would require a sole source outside of the timeframes listed above, departments are advised that failure to adequately plan for their operational needs does not constitute a justifiable sole source.

Consideration for sole source approval may include:

- Only one bona fide source (monopoly) for the service exists; performance and price competition are not available. A monopoly is an *“Exclusive control of the supply of any service in a given market. If more than one source in a given market exists, a monopoly does not exist.”*
- Compliance with applicable statutory and/or regulatory provisions.
- Compliance with State and/or federal programmatic requirements.
- Services provided by other public or County-related entities.
- Services are needed to address an emergent or related time-sensitive need.
- The service provider(s) is required under the provisions of a grant or regulatory requirement.
- Additional services are needed to complete an ongoing task and it would be prohibitively costly in time and money to seek a new service provider.

- Maintenance service agreements exist on equipment which must be serviced by the original equipment manufacturer or an authorized service representative.
- It is more cost-effective to obtain services by exercising an option under an existing contract.
- It is in the best economic interest of the County (e.g., significant costs to replace an existing system or infrastructure, administrative cost savings and excessive learning curve for a new service provider, etc.) In such cases, departments must demonstrate due diligence in quantifying the cost-savings or cost-avoidance associated with the best economic interest of the County.

For the purposes of this Policy, a federal, State or other government cooperative contract for which a department is seeking Board approval to access is not considered a sole source procurement if the contracting agency established the contract through a competitive solicitation process.

Reporting Requirements

Each County Department Head is also required to report to the Internal Services Department (ISD) by July 15 of each year those sole source contracts approved by the Board that were executed by/for their department for the fiscal year ending on June 30th. ISD will prepare a report and submit it to the Board.

RESPONSIBLE DEPARTMENT

Internal Services Department

Chief Executive Office

DATE ISSUED/SUNSET DATE

Issue Date: February 23, 1999
Reissue Date: January 16, 2003
Revised Date: February 6, 2008
Revised Date: January 19, 2012
Revised Date: April 16, 2015

Sunset Review Date: January 16, 2003
Sunset Review Date: January 16, 2007
Sunset Review Date: February 6, 2012
Sunset Review Date: February 6, 2016
Sunset Review Date: February 6, 2018