



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

WILLIAM T FUJIOKA  
Chief Executive Officer

**\*REVISED\***

**DATE:** September 16, 2010  
**TIME:** 12:30 p.m.  
**LOCATION:** Kenneth Hahn Hall of Administration, **Room 743**

**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 – Ellen Sandt
  - A) **Board Letter – Agreements for Special Legal Services – Office of Independent Review**  
CEO – Ellen Sandt or designee
  - B) **Board Letter – Recommendation to Award Contract for Micrographic Services to Raycom Data Technologies, Inc.**  
TTC – Mark Saladino 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>

WILLIAM T FUJIOKA  
Chief Executive Officer

Board of Supervisors  
GLORIA MOLINA  
First District  
MARK RIDLEY-THOMAS  
Second District  
ZEV YAROSLAVSKY  
Third District  
DON KNABE  
Fourth District  
MICHAEL D. ANTONOVICH  
Fifth District

September XX, 2010

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:

## **AGREEMENTS FOR SPECIAL LEGAL SERVICES – OFFICE OF INDEPENDENT REVIEW (ALL DISTRICTS AFFECTED) (3 VOTES)**

### **IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve and instruct the Chair of the Board to sign the attached Agreements for Special Legal Services with Chief Attorney Michael Gennaco, Deputy Chief Attorney Robert Miller, Deputy Chief Attorney Julie Ruhlin, OIR Attorney Angelica Arias, and OIR Attorney Cynthia Hernandez to fill five (5) of the eight (8) attorney positions for the Office of Independent Review associated with the County of Los Angeles Sheriff's Department, the Probation Department, and such other departments as directed by your Board. The term of the Agreements shall be from October 1, 2010 through June 30, 2013 with a total base annual compensation amount not to exceed \$1,542,328 when all positions are filled, plus actual and necessary expenses incurred.
2. Delegate authority to the Chief Executive Officer to execute all amendments to the Agreements for Special Legal Services that are necessary to implement future Board directives regarding the functions and scope of services of the Office of Independent Review.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Your Board has endorsed the concept of utilizing the Office of Independent Review (OIR) to ensure that the allegations of intradepartmental misconduct in the County of

*"To Enrich Lives Through Effective And Caring Service"*

Los Angeles Sheriff's Department (LASD), including those which constitute criminal conduct, are investigated and reviewed in a fair, thorough, and impartial manner. In 2001 and again in 2004, legal services agreements were executed for three (3) year terms with various attorneys to perform services for OIR.

On August 10, 2010, your Board unanimously voted to approve an amendment to the existing Agreement Number 76349 for Special Legal Services with the Chief Attorney of the OIR to expand the functions of OIR to include performance of full-time investigative review of the Probation Department (Probation) and a limited, one-time assessment of the investigative functions of the Department of Children and Family Services (DCFS).

The current agreements with OIR attorneys will expire on September 30, 2010. In order to retain the special legal services provided by OIR attorneys, we are recommending that the attached five (5) Agreements for Special Legal Services (Agreements) be approved.

#### **IMPLEMENTATION OF STRATEGIC PLAN GOALS**

This action supports the County's Strategic Plan Goal 1: Operational Effectiveness, Goal 2: Children, Family and Adult Well-Being, and Goal 5: Public Safety. The expansion of services provided by OIR will help enhance the County's ability to protect the well-being and safety of its citizens, clients, and employees.

#### **FISCAL IMPACT/FINANCING**

The proposed Agreements provide that OIR attorneys are to be paid a combined total base annual compensation amount not to exceed \$1,542,328 for all services performed once all positions are filled, plus actual and necessary expenses incurred. Sufficient funding is included in the LASD and Probation fiscal year 2010-11 Adopted Budget. One-time funding for the DCFS assessment is included in the Executive Office of the Board of Supervisors fiscal year 2010-11 Adopted Budget.

#### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The term of the Agreements shall be from October 1, 2010 to June 30, 2013. The expiration date of the Agreements has been revised to run concurrent with the fiscal year end.

Under the Agreements, OIR's key responsibilities involve (1) providing periodic status reports on all investigations and significant matters within the purview of the OIR, (2) assisting in the initiation, structuring, and development of ongoing internal investigations

falling within the purview of the OIR to ensure that investigations are complete, effective and fair, (3) monitoring ongoing investigations and reviewing completed investigations falling within the purview of the OIR to ensure that content, disposition of employment issues, and recommended discipline are appropriate, and (4) making recommendations of disposition and discipline, if founded, for all investigations falling within the purview of OIR.

Under the Agreements, the OIR attorneys receive the following annual compensation: Chief Attorney - \$237,634; Deputy Chief Attorney - \$207,930; OIR Attorney - \$178,226. The OIR attorneys also receive reimbursement for actual and necessary expenses incurred. The Agreements provide for a discretionary increase in annual compensation in the event that your Board approves a general percentage salary adjustment for County employees in any given year.

It is anticipated that, when OIR is fully staffed, LASD will utilize two (2) Deputy Chief Attorneys and three (3) OIR Attorneys and that Probation will utilize one (1) Deputy Chief Attorney and one (1) OIR Attorney in the performance of services by OIR. When the remaining three (3) vacancies are filled, a recommendation for approval to fill the vacancies will be submitted to your Board.

Pursuant to California Government Code Section 31000, the Board has the authority to contract for specialized services.

County Counsel has approved the attached Agreements as to form.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of the proposed agreements with the OIR attorneys will ensure uninterrupted provision of this critical function and service.

### **CONCLUSION**

Upon approval by your Board, please return one (1) stamped adopted copy of the letter with a stamped adopted copy of each Agreement to:

1. Chief Executive Office  
Attention: Jackie White, Deputy Chief Executive Officer  
500 West Temple Street, 7<sup>th</sup> Floor  
Los Angeles, CA 90012

Honorable Board of Supervisors  
September 14, 2010  
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2. Sheriff's Department  
Fiscal Services  
4700 Ramona Blvd., 3<sup>rd</sup> Floor  
Monterey Park, CA 91754
3. Office of the County Counsel  
Attention: Roger Granbo, Assistant County Counsel  
500 West Temple Street, 6<sup>th</sup> Floor  
Los Angeles, CA 90012
4. Department of Children and Family Services  
Attention: Patricia Ploehn, Director  
425 Shatto Place  
Los Angeles, CA 93550
5. Probation Department  
Administrative Services  
Attention: DeWitt Roberts, Deputy Director  
9150 East Imperial Highway  
Downey, CA 90242

Respectfully submitted,

WILLIAM T FUJIOKA  
Chief Executive Officer

WTF:BC:EFS  
GS:LG:cg

Attachments

c: Sheriff  
County Counsel  
Executive Office, Board of Supervisors  
Children and Family Services  
Probation

KENNETH HAHN HALL OF ADMINISTRATION  
500 WEST TEMPLE STREET, ROOM 437  
LOS ANGELES, CA 90012

TELEPHONE  
(213) 974-2101

October 5, 2010

FACSIMILE  
(213) 626-1812

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:

**RECOMMENDATION TO AWARD CONTRACT FOR  
MICROGRAPHIC SERVICES TO  
RAYCOM DATA TECHNOLOGIES, INC.  
(ALL DISTRICTS) (3 VOTES)**

**SUBJECT**

The County of Los Angeles (County) Treasurer and Tax Collector (TTC) issued an Invitation For Bids (IFB) to solicit bids for Micrographic Services from qualified firms interested in providing micrographic services. The TTC utilizes micrographic services for the conversion of numerous electronic and hardcopy reports produced by various departmental systems including, but not limited to, secured and unsecured property taxes to CD.

The Bid submitted by Raycom Data Technologies, Inc. (Raycom) for micrographic services was evaluated based on the factors included in the IFB. Based on this evaluation, the TTC is recommending approval and Contract award to Raycom.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Award and instruct the Chair to sign the attached Contract with Raycom for the provision of micrographic services for a term of one (1) year, commencing upon the date of Board approval with an annual maximum Contract Sum not to exceed \$200,000.00.
2. Delegate authority to the TTC to prepare and execute future amendments to extend the Contract for a maximum of four (4) one-year and six (6) month-to-month extensions at the option of the TTC in accordance with the Term of the Contract.
3. Delegate authority to the TTC to prepare and execute future amendments to modify the terms of the Statement of Work (SOW) that do not materially alter the Contract, and/or to add and/or change certain terms and conditions in the Contract as required by the Board of Supervisors or Chief Executive Officer (CEO), provided County Counsel approval is obtained prior to execution of such amendments.
4. Delegate authority to the TTC to approve, if necessary, any assignment and delegation of services performed by Raycom, in order to ensure continuation of micrographic service needs to meet the TTC's mandated operations, provided that County Counsel approval is obtained prior to such assignment.
5. Authorize the TTC to prepare and execute amendments to increase the Contract Sum by no more than fifteen percent (15%) annually based on any unanticipated increase in workload and/or changes in technological requirements, provided that the CEO and County Counsel have reviewed and approved the amendment prior to execution.
6. Delegate authority to the TTC, if necessary, to execute substantially similar Contract(s), without affecting the maximum Contract Sum, to the next responsive and responsible bidder identified in this IFB process in order to ensure that unanticipated circumstances, changes in the micrographic services workload requirements, or the incumbent's inability to provide the required services during the term of the Contract do not jeopardize TTC's mandated operations, provided County Counsel concurrence is obtained prior to execution.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The current Contract for micrographic services expires on December 30, 2010. The recommended Contract with Raycom will provide for the conversion of numerous electronic, hardcopy reports/files, and/or microfiche from computer output microfiche tapes (COM tapes) produced by various departmental systems to CD. These reports/files contain billing and property tax information. Master searchable CDs and copies will be produced for TTC and for distribution to other County departments. The TTC is reimbursed from other County departments for their requested copies.

The recommended Contract will commence upon your Board's approval and will provide for a temporary period of overlapping contracts. This period will allow Raycom to establish technical and security protocols by no later than sixty (60) days following the effective date of the Contract. However, billable work will not be given to or requested of Contractor until these protocols are established and the previous Contract has expired.

### **Implementation of Strategic Plan Goals**

The approval of this Contract is consistent with the County's Strategic Plan Goal of Organizational Effectiveness. The recommended Contract provides for ongoing contractual micrographic services, which supports mandated operations of the TTC.

### **FISCAL IMPACT/FINANCING**

The maximum Contract expenditure for the first year is \$200,000.00. The TTC is reimbursed from other County departments for their requested micrographic services.

Funding has been included in the Fiscal Year 2010-2011 Adopted Budget. Funds required for subsequent years will be included in each year's budget request.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Pursuant to Government Code Section 31002, the Board is authorized to contract for reproduction services of County records. The Contract contains the County's required provisions, including the requirement for the Contractor to notify and assist its employees with the Federal Earned Income Tax Credit application process, the consideration of qualified GAIN/GROW participants for employment openings, compliance with the Jury Service Program, Safely Surrender Baby Law, Contractor notification to County when Contract is within six (6) months from expiration of term and Contractor's compliance with the Defaulted Property Tax Reduction Program. The recommended Contract with Raycom shall commence upon the date of Board approval with four (4) one-year and six (6) month-to-month extensions at the option of the TTC in accordance with the Term of the Contract, for a maximum term of

five (5) years and six (6) months. The Contractor is in compliance with all Board, Chief Executive Office and County Counsel requirements. Raycom will not be asked to perform services that exceed the Contract Sum, scope of work, or Term of the Contract. The Contract expressly provides that the County has no obligation to pay for expenditures by Raycom that exceed the maximum Contract Sum. Additionally, the Contract contains performance standards, including liquidated damages for substandard and/or non-performance. The attached Contract with Raycom has been reviewed and approved as to form by County Counsel. The Chief Information Office (CIO) has reviewed the SOW and provided the necessary feedback. Because the Contract is not an Information Technology contract, no additional CIO Analysis is required.

### **CONTRACTING PROCESS**

TTC released the IFB for Micrographic Services on May 13, 2010. The IFB was released to one hundred seventy-three (173) prospective bidders. The forty-nine (49) prospective bidders listed in Attachment I, consisted of TTC's bidder's list and vendors researched from the internet; an additional one hundred twenty-four (124) were identified on the Los Angeles County Bid Website and were automatically notified via email. A notice of the IFB was posted on the TTC Website and Los Angeles County Bid Website (Attachment II) under five (5) commodity codes to maximize outreach to potential bidders. A Mandatory Bidders Conference was held Wednesday, June 2, 2010 with sixteen (16) firms attending.

Five (5) firms responded with bids by the due date of June 25, 2010 were: Accuflex, Inc.; Datagraphic Computer Services, Inc. (Datagraphic); Iron Mountain; Raycom Data Technologies, Inc. (Raycom); and RCI Image Systems (RCI). The bid submitted by Accuflex, Inc. did not meet the IFB mandatory minimum requirements and was deemed non-responsive and disqualified from further consideration.

The IFB evaluation consisted of two (2) elements: 1) meeting the Mandatory Minimum Requirements; and 2) the lowest cost for services. The Bid submitted by Raycom was the most responsive and responsible with the lowest cost. Their Bid met all of the IFB minimum requirements and was complete, detailed, and responsive to the IFB. Raycom's cost for CD Production-Master, CD Production-Copy, and Development of Template/Custom Form Overlay were the lowest submitted. The Bid clearly demonstrated that Raycom has a good understanding of the scope of work to be performed and the complexity of TTC's service requirements. Raycom has verifiable experience providing micrographic services.

Minority, Women, Disadvantaged or Disabled Veteran Business Enterprise statistical information for Raycom is included in Attachment III. The recommendation of Raycom is made without regard to race, creed or color. There are no provisions for Cost Of Living Adjustment (COLA) in the attached Contract. This is not a Proposition A Contract and therefore, it is exempt from the Living Wage Program (County Code Chapter 2.201).

### **IMPACT ON CURRENT SERVICES**

The current contract with RCI is on a one (1) to two (2) month-to-month extension as needed, up to, but expiring no later than December 30, 2010. The award of the recommended contract will ensure uninterrupted micrographic services with no disruption in service.

### **CONCLUSION**

Instruct the Executive Officer/Clerk of the Board to return two (2) signed originals of the Contract and one (1) adopted Board letter to TTC.

Respectfully submitted,

MARK J. SALADINO  
Treasurer and Tax Collector

MJS:SPB:vma

Attachments (3)

c: Chief Executive Officer  
County Counsel  
Executive Officer, Board of Supervisors  
Auditor-Controller