

DATE: MAY 24, 2016

FROM: INFORMATION TECHNOLOGY

SUBJECT: RESOLUTION NO. _____ - AGREEMENT BETWEEN THE CITY OF LOS ANGELES HARBOR DEPARTMENT AND TRINUS CORPORATION FOR AS-NEEDED SHAREPOINT SUPPORT SERVICES

SUMMARY:

The City of Los Angeles Harbor Department (Harbor Department) staff is requesting approval to enter into an Agreement with Trinus Corporation (Trinus) to provide as-needed support services for the Harbor Department's SharePoint system. The SharePoint system provides the underlying technology for the iPOLA intranet, which is the Harbor Department's internal communication portal.

The term of the proposed Agreement is three years at a not-to-exceed amount of \$300,000. The recommendation to select Trinus is based on a competitive Request for Proposal (RFP) process performed by the Harbor Department. Trinus is a qualified Small Business Enterprise (SBE) and a qualified Local Business Enterprise (LBE). Trinus is located in Glendale, California.

SharePoint support is the financial responsibility of the Harbor Department.

RECOMMENDATION:

It is recommended that the Board of Harbor Commissioners (Board):

1. Find that the Director of Environmental Management has determined that the proposed action is exempt from the requirements of the California Environmental Quality Act (CEQA) under Article II Section 2(f) of the Los Angeles City CEQA Guidelines;
2. Find that in accordance with the Los Angeles City Charter Section 1022, it is more feasible for outside contractors to perform this work than City employees;
3. Approve the Agreement with Trinus Corporation for a term of three years at an amount not-to-exceed \$300,000;

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4. Authorize the Executive Director to execute and the Board Secretary to attest to said Agreement; and
5. Adopt Resolution No. _____

DISCUSSION:

Background and Context – SharePoint provides the underlying technology for the iPOLA intranet, which is the Harbor Department’s internal communication portal where employees can access policies, procedures, relevant news, forms and information alerts. iPOLA is available to all employees and has approximately 200 sub-sites that are used by divisions and working teams. iPOLA has automated processes and workflows that reduce the amount of time spent searching for information, reduce manual processes, reduce the need to distribute information in paper format, and streamline review and approval processes. Examples of how some divisions are using SharePoint for information sharing and teamwork, include:

- All divisions have an iPOLA intranet page where information and documents are posted.
- The Commission Office stores all executed Board reports and agreements online in a central repository accessible to all employees, eliminating the need to distribute and file in paper format and reducing the amount of time staff spends searching for information.
- The Financial Management Division streamlined the annual budget preparation process by providing a central repository of all relevant information, instructions and documents for divisions to submit their annual budgets for distribution, review, and approval process.
- The Human Resources Division provides employees access to frequently requested documents and forms including the employee manual, employee reference library, forms and training information.
- The Wharfinger Division automated the process for parking permits.
- The Accounting Division provides employee access to requested documents and forms, including policies and reimbursement guidelines, travel procedures, payroll calendars and annual financial reports.

Prior to the proposed Agreement, SharePoint support services were provided through agreement number 12-3075. These services were used to upgrade the SharePoint software, redesign the iPOLA intranet and provide support services. Agreement number 12-3075 was with Kiefer Consulting, Inc. for a term of three years and an amount not-to-exceed \$965,800. The actual expenditure of the previous agreement was \$903,190.

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Proposed Agreement – The proposed Agreement (Transmittal 1) is for as-needed services to support the SharePoint system, including software patching, configuration, issue resolution, preventive health checks and training. The term of the proposed Agreement is three years at a not-to-exceed amount of \$300,000. The Harbor Department is not committed to spending these entire amounts because the services will be used on an as-needed basis.

The Information Technology (IT) Division has one staff assigned full-time to support the SharePoint system. In addition, other IT Division personnel provide support on a part-time basis. The IT Division staff will continue to provide the majority of the SharePoint support. Consultants will be used only when necessary for more complex and specialized tasks, and for knowledge transfer to staff.

The proposed Agreement's not-to-exceed amount is for the anticipated base level of support. Significant work beyond base support may be submitted to the Board for consideration at a later date.

Selection Process – The selection of Trinus is based on a competitive RFP process performed by the Harbor Department. Fourteen firms responded to the RFP and submitted proposals (Transmittal 2). The Selection Committee evaluated the proposals based on: 1) firm's qualifications, experience and references; 2) project organization, personnel and staffing; 3) rates, fees and budget control; and 4) clarity and comprehensiveness of the proposal. The Selection Committee was comprised of three individuals from the Harbor Department's IT Division, and an external rater from the Los Angeles World Airports (LAWA). Four firms were invited to participate in interviews with the Selection Committee and present their proposal; one chose to decline their interview. Based on the scoring criteria, the Selection Committee recommends Trinus (Transmittal 3).

As part of the 1022 process, the Contracts and Purchasing Division (CPD) asked the other City of Los Angeles (City) Departments if they had City staff that could do this work. For the Departments that did respond to CPD's inquiry, they stated that they do not have available staff. A few City Departments did not respond, which is understood to mean that they cannot provide staff.

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ENVIRONMENTAL ASSESSMENT:

The proposed action is approval of an Agreement with Trinus for as-needed support services for the Harbor Department’s Sharepoint system, which is an administrative activity. As such, the Director of Environmental Management has determined that the proposed action is exempt from the requirements of CEQA in accordance with Article II Section 2(f) of the Los Angeles City CEQA Guidelines.

FINANCIAL IMPACT:

Approval of the proposed three-year Agreement with Trinus authorizes the IT Division to retain SharePoint support services with a not-to-exceed limit of \$300,000. As part of the annual budget process, fiscal year 2016/17 funds in the amount of \$25,000 were requested to be budgeted in the IT Division (Center 0640, Account 54310, Program 000). Other Divisions requiring SharePoint services may also provide funding from their respective Division’s account when SharePoint services are requested, as long as the total authority amount of \$300,000 is not exceeded. If funds are not budgeted in the requesting Division’s account, an offset will need to be found to provide the funding. Upon Board approval, funding for future fiscal years will be requested to be budgeted as shown in the table below:

Fiscal Year	Estimated Amount
2016/17	\$ 75,000
2017/18	\$ 100,000
2018/19	\$ 125,000
Total Not-To-Exceed	\$ 300,000

The actual expenditures may differ from the estimated amounts in any given fiscal year presented in the tables above. However, the total aggregate amount will not exceed \$300,000 over three years. The Harbor Department is not committed to spend the entire proposed amount. Expenditures will be based on an as-needed, task order basis.

Office space for one to three consultants will be used intermittently within the space reserved for the IT Division. This office space will be used only when on-site work is required. Staff will not be displaced.

A Termination for Non-Appropriation of Funds Clause (also known as a Funding Out Clause) is included in each Agreement.

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CITY ATTORNEY:

The Office of the City Attorney has reviewed and approved the Agreement as to form and legality.

TRANSMITTALS:

1. Agreement with Trinus Corporation
2. List of Proposers
3. Evaluation Matrix

FIS Approval:  (initials)
CA Approval:  (initials)



LANCE KANESHIRO
Chief Information Officer



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APPROVED:



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