

September 12, 2002

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:

**APPROVAL OF AGREEMENT WITH ACS STATE AND LOCAL SOLUTIONS
FOR PARKING CITATION PROCESSING SERVICES**

(ALL DISTRICTS) (3 VOTES)

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

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and instruct the Chairman of the Board to sign the attached Agreement with ACS State and Local Solutions (ACS), formerly Lockheed Martin IMS, effective upon Board approval, for a term of three (3) years, with two (2) additional one year extension options, and a month-to-month extension for up to twelve (12) months beyond the extended term to provide parking citation processing services, a revenue generating operation, to the Los Angeles County Sheriff's Department in the unincorporated areas of Los Angeles County.
2. Authorize the Sheriff to modify the Agreement within the conditions specified in the Agreement, including authority to exercise the extension provisions for two (2) additional one year options and the month-to-month option for a maximum period of twelve (12) months beyond the extended term.

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PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommended action is to contract with ACS to provide parking citation processing services, a revenue generating operation, for the Sheriff's Department. The fees paid to the Contractor for its services will be offset by the revenue generated from the parking citation fines and penalties that the Contractor will process, collect and deposit to the County.

ACS will be responsible for processing citations, maintaining citation records, sending notices, interfacing with the Department of Motor Vehicles to obtain vehicle ownership data, and collecting and depositing citation fees and penalties with the County.

Implementation of Strategic Planning Goals

The proposed recommendation supports the County's Strategic Plan for Service Excellence and Fiscal Responsibility. Under this Agreement, the Contractor, who specializes in collection services, coordinates the entire parking citation collection process, including sending required notices, tracking citations, maintaining records and collecting and depositing parking citation fees and penalties. Also, the Contractor has the capability of offering alternative methods of payment which make the process more convenient and accessible for the public.

This Agreement has been added to the Sheriff's Business Automation Plan and is included in the Sheriff's Fiscal Year 2002-2003 Budget. The use of a software application to maintain the County's data and a Web browser for the public to pay the incurred fines has changed the nature of the contract into an information technology contract.

FISCAL IMPACT/FINANCING

The County will not incur any Net County Cost for the time period prescribed by this Agreement.

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Currently parking citation ticket processing generates approximately \$6 million per year in revenue.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Currently, ACS is providing parking citation processing services to the Department through Agreement No. 68095. The Agreement was approved by the Board on May 1, 1995, for a term of three (3) years plus two (2) optional one-year extensions; however, this Agreement has since expired. The Department will be requesting Board approval, concurrent with this request, to revive and extend Agreement 68095 to the effective date of the new Agreement.

The requested Agreement provides that the County of Los Angeles has no obligation to pay for expenditures by ACS beyond the Agreement amount. Further, ACS will not be asked to perform services which exceed the Agreement amount, scope of work, or contract dates.

ACS has been notified of the Los Angeles County Child Support Services Compliance Program. The Child Support Services Department has verified that the contractors are in compliance with the required program.

This Agreement has been reviewed by the Chief Information Office and has been reviewed and approved as to form by the Office of the County Counsel. ACS is in compliance with all Board, Chief Administrative Office and County Counsel requirements.

CONTRACTING PROCESS

On July 17, 2001, the Los Angeles County Sheriff Department issued a Request for Proposals (RFP) to approximately 150 vendors. A Bidders Conference was held on August 9, 2001 and four (4) proposals were received by the deadline of September 27, 2001.

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An Evaluation Committee comprised of members from the Sheriff's Department, Los Angeles City, and Internal Services Department evaluated and scored each proposal and unanimously recommended ACS as the selected vendor. Of a possible 10,000 points, ACS ranked in first place and scored 100% of the maximum points allowed in each category (i.e. RFP Format and Requirements, Desirable Qualifications, Statement of Work, Price Quote, References and Financial Statement Analysis). Additionally, the proposal submitted by ACS was the lowest priced. No appeals were received.

IMPACT ON CURRENT SERVICES

Approval of this Agreement with ACS will ensure uninterrupted parking citation processing services for the Sheriff's Department, as more fully described in the Agreement.

CONCLUSION

Upon approval by your Board, please return an adopted copy of this action and the original executed agreement to the Sheriff's Department, Contracting Unit, for further processing.

Respectfully submitted,

Reviewed by:

LEROY D. BACA
SHERIFF

Jon W. Fullinwider
Chief Information Officer
(See Attached Analysis)

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LDB:PKT:MMcD:JC:IC
(Administrative Services Division - Contracts Administration Unit)

Attachment

cc: Justice Deputies
Executive Officer, Board of Supervisors
Lloyd W. Pellman, County Counsel
J. Tyler McCauley, Auditor-Controller
Rochelle Goff, Departmental Analyst, Chief Administrative Office
Kenneth G. Johnson, Jr., Captain - COPS Bureau
Paul K. Tanaka, Acting Chief, Administrative Services Division
Michael R. McDermott, Captain, Financial Programs
Sharon Bilbrey, Manager, Parking Enforcement Detail
Glenn Dragovich, Assistant Director, Financial Programs
Patricia Hawkins, Director, Fiscal Administration
Conrad Meredith, Manager, Budget
Joe Cruz, Manager, Contracts Administration Unit
Irma Cobos, Contracts Administration Unit
Chrono File
(Parking Citation Processing Services Agreement)