



LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK

DEAN C. LOGAN
Registrar-Recorder/County Clerk

November 30, 2022

TO: Supervisor Holly J. Mitchell, Chair
Supervisor Hilda L. Solis
Supervisor Sheila Kuehl
Supervisor Janice Hahn
Supervisor Kathryn Barger

FROM: Dean C. Logan 
Registrar-Recorder/County Clerk

SUBJECT: **NOTICE OF INTENT TO EXECUTE WORK ORDER NUMBER E1-126
UNDER THE ENTERPRISE SERVICES MASTER AGREEMENT (ESMA)
FOR DEPARTMENT OF REGISTRAR-RECORDER/COUNTY CLERK –
FINANCIAL ACCOUNTING SYSTEM**

This is to notify your Board of Supervisors (Board) of the Department of Registrar-Recorder/County Clerk (RR/CC) intent to request the Internal Services Department (ISD) to execute Enterprise Services Master Agreement (ESMA) Work Order (WO) No. E1-126, with HSO Enterprise Solutions, LLC. This WO is estimated to cost \$2,000,000 and will assist the department in bridging the gap between its Joint Electronic Document Interface (JEDI) and eCAPS to streamline the transition between the two systems by developing processes that define and standardize work, and reduce manual labor within the Financial Services Unit.

BACKGROUND

The RR/CC collects Recorder, County Clerk, and Election fees as well as, documentary transfer taxes recorded by the department. The annual collections are approximately \$400,000,000 per year. The department currently uses databases and worksheets to address limitations with the in-house JEDI system deployed in 2007.

The RR/CC requires a Contractor to replace the department's databases and worksheets with a Microsoft Dynamics 365 Financial Accounting System that will alleviate much of the manual workflows currently performed by the department.

SCOPE OF WORK

The contractor shall act as a System Integrator ("SI") to plan, design, configure,

implement, and provide training on the Microsoft Dynamics 365 platform. The SI will leverage the inherent best practices embedded within Microsoft Dynamics to streamline how the Financial Services Section operates and identify business process improvements.

The Scope of Work will be to:

1. Implement a Commercial off the Shelf (COTS), cloud-based system that meets the RR/CC's business and functional requirements.
2. Leverage the inherent best practices embedded within Microsoft Dynamics to streamline how the Financial Services Section operates and identify business process improvements.
3. Use human-centered implementation methodologies to ensure that the new finance modules support key end user pain points and is user-friendly.
4. Seamlessly integrate the new financial modules with relevant countywide and RR/CC-specific systems.
5. Enable more real-time information access and business reporting.

Contractor shall provide consulting and implementation professional services to RR/CC in the design, configuration, training, and implementation of the financial modules using the Microsoft Dynamics 365 platform and facilitation of related process improvements.

The Contractor is expected to provide a detailed project schedule that factors in their best practices for similar implementations and recognizes the complexity of working with the County with respect to competing priorities and non-dedicated project staff.

SELECTION PROCESS

On March 7, 2022, the ESMA Work Order Solicitation E1-126 was released by ISD to 24 qualified contractors on ISD's ESMA Category List Category 4h: Financial, Materials, Personnel, Timekeeping, Payroll, Customer Relationship and Facility Services and ESMA 4C: Workplace Collaboration and Analytics Collaboration Services. On April 12, 2022, as a result of a competitive solicitation, ISD received proposals from two (2) vendors; CGI Technologies and Solutions Inc. and HSO Enterprise Solutions, LLC. The two (2) proposals were reviewed for responsiveness and compliance with the minimum requirement criteria stated in the solicitation. The proposals were evaluated by a committee consisting of independent evaluators. HSO Enterprise Solutions, LLC was determined to be the highest scoring bidder for this solicitation and is recommended for award of this Work Order.

FINANCIAL IMPACT

The estimated cost of the ESMA WO is \$2,000,000. Funding is included in the FY 2022-2023 Final Adopted Budget. There is no additional impact to County cost.

JUSTIFICATION

The Contractor will be providing services to develop and document business models, architectures, designs and processes for the RR/CC; bridging the gap between the new Financial Accounting System and related systems.

Contractor shall work with the County to identify existing integration points for FAS to receive or provide data. For each FAS integration, Contractor will leverage the documentation already provided by the County in the RFSQ.

Contractor shall work with the Work Order Project Manager to develop a future-state Systems Architecture Diagram.

NOTIFICATION OF TIMELINE

In accordance with ESMA policies and procedures, prior notice to the Board is required for Work Orders exceeding \$300,000. Unless otherwise instructed by your Board, ISD will proceed with the execution of the ESMA WO No. E1-126 in ten business days.

If you have any questions, you may contact me or your staff may contact Albert Navas, Assistant RR/CC, at (562) 383-2679 or by email at anavas@rcc.lacounty.gov.

DCL:JG:AN
NH:js

- c: Chief Executive Office
- County Counsel
- Executive Office, Board of Supervisors
- Chief Information Office
- Internal Services Department