

TRANSMITTAL

0150-10202-0003

TO
Deborah Flint, Chief Executive Director
Department of Airports

DATE
AUG 30 2019

COUNCIL FILE NO.

FROM
The Mayor

COUNCIL DISTRICT
6, 11

**Proposed Second Amendment to Contract No. DA-5143 with Birdi & Associates, Inc., to
Extend the Term and Increase the Contract Authority for
Ongoing Technical Support and Maintenance Services for
the Credentialing System at Los Angeles World Airports**

Transmitted for further processing, including Council consideration.
See the City Administrative Officer report attached.


MAYOR

Ana Guerrero

RHL:AVM:10200028t

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: August 28, 2019

CAO File No. 0150-10202-0003

Council File No.

Council District: 6, 11

To: The Mayor

From: Richard H. Llewellyn, Jr., City Administrative Officer

Reference: Communication from the Department of Airports dated July 30, 2019; referred by the Mayor for a report on July 30, 2019

Subject: **PROPOSED SECOND AMENDMENT TO CONTRACT NO. DA-5143 WITH BIRDI & ASSOCIATES, INC. TO EXTEND THE TERM AND INCREASE THE CONTRACT AUTHORITY FOR ONGOING TECHNICAL SUPPORT AND MAINTENANCE SERVICES FOR THE CREDENTIALING SYSTEM AT LOS ANGELES WORLD AIRPORTS**

RECOMMENDATIONS

That the Mayor:

1. Approve a proposed Second Amendment (Amendment) to Contract No. DA-5143 with Birdi & Associates, Inc. (Birdi) to extend the contract term by one year, to November 30, 2020, and to increase the contract authority by \$595,993 for a total amount not-to-exceed \$3,177,393, for ongoing technical support and maintenance services for the Credentialing System at Los Angeles World Airports, subject to City Attorney approval as to form and compliance with the City's Standard Provisions, including the: Affirmative Action Program, Bidder Contributions CEC (City Ethics Commission) Form 55, Business Tax Registration Certification, Child Support Obligations Ordinance, City approved insurance documents, Contractor Responsibility Program, Contractor Responsibility Program Questionnaire and Pledge of Compliance, First Source Hiring Program, Living Wage Ordinance, and Service Contractor Worker Retention Ordinance;
2. Authorize the Chief Executive Officer to execute the proposed Amendment, upon approval by the Los Angeles City Council and, prior to execution of the Amendment, Birdi must be determined by Public Works, Office of Contract Compliance to be in compliance with the provisions of the Equal Benefits Ordinance; and
3. Return the request to the Los Angeles World Airports for further processing, including Council consideration.

SUMMARY

In May 2016, Los Angeles World Airports (LAWA, Department) personnel released a Request for Proposals (RFP) seeking technical support and maintenance services for the Credentialing System at Los Angeles International Airport (LAX). In 2016, the Security Badge Office (SBO) was providing credentials (badges) to approximately 50,000 LAWA employees and contractors annually working at LAX. Two proposals for the RFP were submitted to the Department. The Board of Airport Commissioners (BOAC) awarded a contract to Birdi & Associates, Inc. (Birdi), on October 20, 2016, for one year and with two, one-year renewal options, for an amount not-to-exceed \$629,600. Birdi is a certified Small Business Enterprise firm. On September 7, 2017, BOAC approved a first amendment to that Contract No. DA-5143 with Birdi. As of 2017, the SBO group credentials appropriately 114,000 employees, tenants and contractors working at LAX and also deactivates approximately 49,000 badges annually. The Credentialing System also is used to issue badges to LAWA employees who work at Van Nuys Airport.

The current Credentialing System was developed and implemented in 2014 as a combination of a commercial-off-the-shelf and custom-built software. The Credentialing System meets federal and other agency security regulations and standards. The core system issues badges, completes background checks, processes fingerprints, manages security access and enrollment. However, gaps and bottlenecks were creating inefficiencies in the process. An assessment of the Credentialing System identified modifications to increase appointment availability, reduce wait times and improve the overall badging process. The first amendment provisions (a) provided improvements to the credentialing process, (b) lengthened the term and set a new expiration date of November 30, 2019, and (c) increased the Birdi contract budget to a not-to-exceed total of \$2,581,400. Expenditures for the Birdi Contract total \$2,310,793 (October 2016 through July 2019) and the remaining budget balance is \$270,607.

Approval of a proposed Second Amendment to the Birdi Contract No. DA-5143 will extend the term by one year, to November 30, 2020, and will increase the contract authority by \$595,993 for a total amount not-to-exceed \$3,177,393. The Second Amendment will continue the ongoing maintenance, and technical support and provide as-needed minor modifications of the existing Credentialing System, even while a new system is installed. On February 7, 2019, the BOAC awarded a contract to Convergent Technologies, LLC for the implementation of a new credentialing system which, according to LAWA staff, will provide configurable workflows for flexible support of operational and regulatory workflows updates. Presently, changes to the software code is required to revise workflows because the existing System is based on custom built software.

The BOAC approved the proposed Second Amendment at its meeting on August 1, 2019.

FISCAL IMPACT STATEMENT

Approval of the proposed Second Amendment to Contract No. DA-5143 for Credentialing System Technical Support and Maintenance Services between the Department of Airports and Birdi & Associates, Inc., will have no impact on the General Fund. The proposed Second Amendment will

extend the contract term by one year, to November 30, 2020, and to increase the contract authority by \$595,993 for a total amount not-to-exceed \$3,177,393. Funding for the proposed Second Amendment has been requested in the Fiscal Year 2019-20 Los Angeles World Airports Operating Budget in LAX Cost Center 1170072 – IT Public Safety and Security, Commitment Item 520 – Contractual Services and Commitment Item 522 – Materials & Supplies, or may be provided through Board of Airport Commissioners approved WBS Elements as required. Funding for subsequent years will be requested as part of the annual budget process. This project complies with the Department of Airports' adopted Financial Policies.

RHL:AVM:10200028