

0150-11857-0000

**TRANSMITTAL**TO  
The City CouncilDATE  
05/26/21

COUNCIL FILE NO.

FROM  
The MayorCOUNCIL DISTRICT  
All**Proposed Second Amendment with with Alexandra Rudoff dba Xany I.T. (XanyIT)  
to Provide On-Call Consulting Services for Various Transportation Projects**

Pursuant to the Mayor's Fiscal Year 2020-21 Cost Containment Memo dated June 24, 2020, this contract amendment allows for XanyIT to have sufficient time to complete work on two active Task Orders that are already in progress. The contract amendment is authorized for execution. Please see the City Administrative Officer report attached.



(Ana Guerrero for)

MAYOR

RHL:RC:06210101t

CAO 648-d

**Report From**  
**OFFICE OF THE CITY ADMINISTRATIVE OFFICER**  
**Analysis of Proposed Contract**  
(\$25,000 or Greater and Longer than Three Months)

To: The Mayor	Date: 3-24-21	C.D. No. All	CAO File No.: 0150-11857-0000
Contracting Department/Bureau: Department of Transportation		Contact: Angela De La Rosa (213) 972-5949	
Reference: Department of Transportation request to the Mayor's Office and the Office of the City Administrative Officer dated February 23, 2021			
Purpose of Contract: To provide on-call professional consulting services for transportation-related projects			
Type of Contract: ( ) New contract (X) Amendment, Contract No. C-127166		Contract Term Dates: February 24, 2016 through August 22, 2022 (18 month extension)	
Contract/Amendment Amount: \$0			
Proposed amount \$ 0 + Prior award(s) \$ N/A = Total \$ N/A			
Source of funds: General Fund (for Task Order E-001), Proposition C Anti-Gridlock Transit Improvement Fund (for Task Order E-002)			
Name of Contractor: Alexandra Rudoff dba Xany I.T.			
Address: 5419 Hollywood Boulevard, Suite C208, Los Angeles, CA 90027			
	Yes	No	N/A
1. Council has approved the purpose	X		
2. Appropriated funds are available	X		
3. Charter Section 1022 findings completed	X		
4. Proposals have been requested	X		
5. Risk Management review completed	X		
6. Standard Provisions for City Contracts included	X		
7. Workforce that resides in the City: %			
8. Business Inclusion Program		X	
9. Equal Benefits & First Source Hiring Ordinances		X	
10. Contractor Responsibility Ordinance		X	
11. Disclosure Ordinances		X	
12. Bidder Certification CEC Form 50		X	
13. Prohibited Contributors (Bidders) CEC Form 55		X	
14. California Iran Contracting Act of 2010		X	

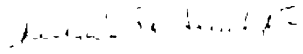
## RECOMMENDATION

That the Mayor and Council authorize the General Manager, or designee, of the Department of Transportation to execute a Second Amendment with Alexandra Rudoff dba Xany I.T. to extend the term of the contract from February 23, 2021 to August 22, 2022 to allow the contractor to complete active software development Task Orders to support transportation-related programs.

## SUMMARY

In accordance with the Mayor's Cost Containment Memo dated June 24, 2020, the Department of Transportation (LADOT) is requesting authority to execute a Second Amendment with Alexandra Rudoff dba Xany I.T. (XanyIT) to extend the contract by 18 months, from February 23, 2021, to August 22, 2022, to allow the contractor to complete active task orders and change orders.

In February 2016, LADOT entered into a three-year contract with XanyIT for on-call professional consulting services as part of LADOT's pre-qualified on-call consultant services bench. XanyIT was subsequently awarded the software development Task Orders E-001 and E-002 to migrate the aging core software applications, including TEAMS, from the unsupported Silverlight platform to more modern, cloud-native applications. In February 2019, the Council approved a two-year contract

Roy Cervantes			
RC	Analyst	06210101	City Administrative Officer

extension to accommodate expansion of the previously approved Task Orders to address changing requirements and various data corruption issues (C.F. 19-0147).

XanyIT currently has two active software development task orders to migrate aging LADOT software applications from the now unsupported Microsoft Silverlight platform to cloud-native applications. While most of the tasks in Task Orders E-001 and E-002 are completed or nearing completion, additional time is needed to complete pending tasks, accommodate changing requirements, conduct software testing and bug fixing, and implement missing cybersecurity and compliance features.

Task Order E-001 is to upgrade the Traffic Event Asset Management System (TEAMS) web application, which is used to streamline the request, approval, installation, and removal of temporary no-parking signs. This Task Order was originally issued in September 2016, and revised in October 2018 to include an application programming interface (API) for data sharing and notification services for parking services that are impacted by temporary no-parking signs. The LADOT Parking Meters system, MERGE, is the primary consumer of this data. In September 2020, LADOT issued a Change Order request to address changing integration and compliance requirements, which is currently in the Mayor's Cost Containment review process. Task Order E-001 is funded by the General Fund.

Task Order E-002 was originally issued in June 2017 and consisted of various software development and implementation tasks and deliverables including the upgrade and integration of the eWork/MyLADOT applications, Transportation Grants Financial Management System, Preferential Parking Tracking System, and the New Vehicle Pool App project. As of April 2020, the upgrades and integration of the eWork and MyLADOT applications are the only incomplete tasks remaining. These core applications are used by the LADOT District offices to process service requests and streamline the work order workflow, including the installation and maintenance of traffic signs and curb assets. Task Order E-002 is funded by available prior year appropriations from the Proposition C Anti-Gridlock Transit Improvement Fund.

In accordance with Los Angeles Administrative Code Section 10.5(a), Council approval of the proposed amendment is required because the total contract term, including the proposed extension, exceeds three years.

### **Cost Containment Review**

In accordance with the Mayor's Cost Containment Memo dated June 24, 2020, the execution of new contracts and contract amendments are suspended unless certain exception criteria are met. This Office recommends an exception for the proposed amendment as funding has already been committed and spent for each active Task Order under this contract, and it is in the City's best interest to complete the work under each Task Order rather than cancelling or abandoning these efforts while still in progress.

### **FISCAL IMPACT STATEMENT**

There is no General Fund impact. Funding for the active Task Orders was previously identified and committed from the General Fund and various Special Fund sources.

## **FINANCIAL POLICIES STATEMENT**

The recommendation in this report complies with the City Financial Policies in that the City's financial obligation is limited to funds budgeted for this purpose according to the City's Standard Provisions.


Attachment

*RHL:RC:06210101*

**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL MEMORANDUM

Date: January 21, 2021

To: The Honorable Eric Garcetti, Mayor  
Attention: Heleen Ramirez, Legislative Coordinator

From: Seleta J. Reynolds, General Manager   
Department of Transportation

Subject: **AMENDMENT TO AGREEMENT C-127166 BETWEEN THE LOS ANGELES DEPARTMENT OF TRANSPORTATION AND ALEXANDRA RUDOFF DBA XANY I.T. FOR EXTENSION OF CONTRACT TERM**

**SUMMARY**

The Los Angeles Department of Transportation (LADOT) requests authorization to execute an amendment to Agreement C-127166 with Alexandra Rudoff dba Xany I.T. (XanyIT) to extend the contract term 18 months. The current contract expires on February 23, 2021 and the contract amendment is needed to allow the completion of work for two active task orders under the same term and conditions of the current contract.

**RECOMMENDATION**

That the Council, subject to concurrence by the Mayor:

1. Approve and authorize LADOT to execute a Second Amendment with Alexandra Rudoff dba Xany I.T. to extend the term of the contract from February 23, 2021 to August 22, 2022 to allow the contractor to complete the active task and change orders with the same terms and conditions as the original contract.

**BACKGROUND**

On February 24, 2016, LADOT entered into a three-year contract with XanyIT for on-call professional consulting services as part of LADOT's pre-qualified list to provide professional and/or specialized consultant services, with varying and temporary work assignments. Since the execution of the original contract, the contracting party, XanyIT, was awarded two software development task orders: E-001 and E-002, to migrate aging core LADOT software applications from the now unsupported, Silverlight platform, to cloud-native apps. In February 2019, Council approved a two-year contract extension to accommodate extension and expansion of the Task Order Agreements to address changing requirements and data corruption issues. While most of the tasks in E-001 and E-002 are completed or nearing completion, additional time is needed to complete pending tasks, accommodate changing requirements, conduct software testing and bug fixing, and implement missing cybersecurity and compliance features.

Task Order E-001: Upgrade Temporary Sign Web Application (TEAMS)

The TEAMS system is used to streamline the request, approval, installation, and removal of temporary no-parking signs. Notification of temporary parking restrictions is required before a planned activity - such as filming, building demolition & construction, moving, marathon, street maintenance - can take place in the reserved time and space. Once posted, the temporary parking restriction signs allow traffic officers to cite and remove a vehicle located within the restricted territorial limits. Main stakeholders on the Mayor's economic priority list include FilmLA, construction companies, and event organizers.

LADOT executed Task Order E-001 on September 2, 2016. The task order agreement was revised in October 2018 to include an application programming interface (API) for data sharing and notifications services for parking services that are impacted by temporary no-parking signs. The LADOT Parking Meters system, MERGE, is the main consumer of this data.

LADOT issued a change order request in September 2020 to address changing integration and compliance requirements. FilmLA is switching to the new online permitting system "DECISION" and the Change Order, which is currently pending cost containment review, provides basic functionality for FilmLA billing and accounting reports and addresses some of the Cybersecurity and compliance issues.

Reason for Extension:

The legacy TEAMS application is running on a Microsoft Windows 2003 server and ESRI ArcGIS server version 9.3.1.3000. The two product versions reached the software end-of-life point and Microsoft and ESRI ended all support options. Additionally, the client software requires Internet Explorer and Silverlight, which will reach the end of extended support in October 2021. The Department is taking all possible actions to keep the system up and running without any support from Microsoft and ESRI. The system is now in a critical state and may fail at any time.

With the risk of the legacy system failing, the Department made the decision to transition to the new cloud-based platform, despite lacking some functionalities. The pending Change Order addresses integration and compliance issues that were not covered in the original scope. Failure to extend the timeline could compromise the system's cybersecurity, resiliency, and our ability to support FilmLA Filming activities - a key revenue generating activity in Los Angeles. If approved, the pending changes are expected to take at least 10 weeks to implement, without accounting for any additional time for code review and bug fixing. Additionally, the contract extension will extend LADOT access to XanyIT resources working on fixing software bugs and stabilizing the newly deployed cloud-based TEAMS system.

The TEAMS system is essential to:

1. Public safety: notifications of temporary parking restrictions are part of the overall personnel and property safety plan during filming events (FilmLA), street services, sporting events, and construction sites.
2. Revenue generation: LADOT charges \$12.19 per temporary sign installation and \$4.89 per temporary sign removal. The Department installed 110,000 signs in Q4 2019.
3. Compliance: the Department has to notify the public about parking restrictions ahead of the effective start date<sup>1</sup>

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<sup>1</sup> Manual of Policies and Procedures (MPP) Section 441, and California Vehicle Code #22651

Task Order E-002: New Workflow Applications

LADOT executed task order E-002 on June 14, 2017 to include four software development and implementation tasks/deliverables:

1. eWork/MyLADOT applications upgrade and integration
2. Transportation Grants Financial Management System (TGFMS)
3. Preferential Parking Tracking System
4. New Vehicle Pool App project (change order, November 2018)

The four projects share common software development tasks and features such as building responsive JavaScript/HTML5 user interface, implementing a modern workflow and integration engine, and targeting the Microsoft Azure and the ESRI ArcGIS Online clouds as deployment platforms.

As of April 2020, MyLADOT and eWork upgrades are the only tasks remaining on this Agreement. The MyLADOT and eWork systems are core applications used by the LADOT District offices to process service requests (SR) and streamline the work order (WO) workflow, including the installation and maintenance of traffic signs and curb assets, and have a direct impact on public safety. The efforts to replace the aging systems started in 2017 and the timeline was extended in April 2019. Thereafter, the Department placed the project on hold in order to assess a proposal to integrate some of the MyLADOT web portal functionalities with the Citywide MyLA311 system and to allow LADOT engineers additional time to review and adjust the original scope and requirements. The project was further delayed due to staff turnover and the need to transfer knowledge from the subject matter experts (SME) qualifying for the Separation Incentive Program (SIP).

Reason for Extension:

In November 2020, XanyIT estimated that 12 weeks are required to implement the changes impacting the eWork/MyLADOT project scope without incurring any additional cost. Consulting with the LADOT engineers, we believed the proposed timeline was too optimistic and the review committee estimated the change process to take an additional 10 to 12 weeks to allow for thorough code review, bug fixing, knowledge transfer, and post-production software support. The Department, therefore, placed the project on hold pending the requested extension of the XanyIT contract. Without sufficient time to ensure the new system is fully operational and stable, the investments made in the eWork/MyLADOT upgrade project will be lost.

Traffic signs and curb assets maintenance is an LADOT responsibility essential to public safety, particularly around schools and high-volume traffic areas, and the eWork/MyLADOT applications provide the tools that allow the LADOT engineers and field staff to perform this core mission. In the current state, the applications will soon reach end-of-life and will create a single point of failure for the LADOT District offices. The contract extension will allow LADOT to complete the systems replacement project, deploy the new software to a more robust platform, and add features to enhance process efficiency without incurring any additional cost.

**FISCAL IMPACT**

Approval of the proposed contract amendment will not impact the General Fund. Funding for Task Order E-002 is encumbered and completion of the work can be achieved within the current Task Order budget. Funding required for Task Order E-001 has been identified and is available from the Permit Parking Program Revenue Fund (Fund 49C).

Attachments:

Sample of First Amendment to Agreement for On-Call Professional Consulting Services



**SECOND AMENDMENT TO AGREEMENT C-127166  
BETWEEN  
THE CITY OF LOS ANGELES  
AND  
ALEXANDRA RUDOFF DBA XANY I.T.  
FOR  
ON-CALL PROFESSIONAL CONSULTING SERVICES**

**THIS SECOND AMENDMENT** to Agreement C-127166 between the City of Los Angeles a municipal corporation, acting through the Department of Transportation (herein referred to as “City” or “LADOT”), and Alexandra Rudoff dba Xany I.T., an Individual (hereinafter referred to as “Consultant). Collectively hereinafter referred to as “Parties”.

**WHEREAS**, on June 23, 2015, LADOT issued a Request for Qualifications seeking consultants to provide professional consulting services, in various service categories, on an as-needed basis; and

**WHEREAS**, LADOT determined Consultant possess the requisite skills, technologies, and proficiencies and agreed to place Consultant in one or more service category on the professional consultant services bench list according to Consultant’s area of specialty; and

**WHEREAS**, the Parties entered into Agreement C-127166 for a three-year term beginning February 24, 2016 through February 23, 2019 wherein Consultant agreed to provide professional consultant services in their respective service category; and

**WHEREAS, on February 27, 2019** the Parties in the First Amendment to Agreement C-127166 agreed to extend the term of the Agreement for two years through February 23, 2021; and

**WHEREAS**, the Consultant has ongoing projects from specific task orders released by the City that require additional time to complete; and

**WHEREAS**, LADOT desires in this Second Amendment to Agreement C-127166 to: a) extend the term of the Agreement for additional eighteen months through August 22, 2022; and b) update City’s representative for the agreement;

**NOW, THEREFORE**, in consideration of the above premises, and the mutual covenants and agreements herein contained, the Parties agree as follows:

1. **SECTION 1, TERM**, is hereby deleted in its entirety and replaced by the following:

Effective the date of attestation by the City Clerk of this Second Amendment, this Agreement is effective February 24, 2016 and will terminate on August 22, 2022,

unless otherwise terminated by the City in accordance with the termination provision in SECTION 12 of this Agreement.

Effective the date of attestation by the City Clerk of this Second Amendment, all references to Stewart Young throughout the Agreement are hereby deleted and replaced with the following: Angela de la Rosa.

2. Except as herein amended, all other terms and conditions of this Agreement shall remain unchanged.

[Signature page follows]

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed by their duly authorized representatives.

**THE CITY OF LOS ANGELES**

**Alexandra Rudoff dba Xany I.T., an Individual**

By: \_\_\_\_\_  
 Seleta J. Reynolds  
 General Manager  
 Department of Transportation

By\*: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**APPROVED AS TO FORM:**  
 MICHAEL N. FEUER, City Attorney

By\*\*: \_\_\_\_\_

By: \_\_\_\_\_  
 Michael Nagle  
 Deputy City Attorney

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTEST:**  
 HOLLY L. WOLCOTT, City Clerk

NOTE: If Contractor is a corporation, two signatures are required.

By: \_\_\_\_\_

\* The signature of President, Chairman of the Board, or Vice President is required here; and  
 \*\* an additional signature of Secretary, Assistant Secretary, Chief Financial Officer, or Assistant Treasurer is also required for the Corporation.

Date: \_\_\_\_\_

City Agreement Number: C-127166-2

Council File Number: \_\_\_\_\_