

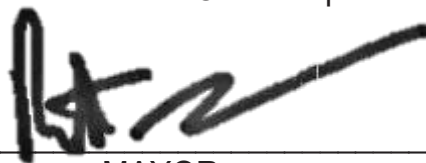
0150-11307-0004

TRANSMITTAL

TO The City Council	DATE 06/30/21	COUNCIL FILE NO. --
FROM The Mayor	COUNCIL DISTRICT --	

**Proposed Supplemental Agreement between the Los Angeles Fire Department
and 3Di, Inc. for the support of the fire prevention and inspection systems for the
Fire Inspection Management System**

Transmitted for your consideration.
See the City Administrative Officer report attached.



(Matt Szabo for)

MAYOR

RHL:SJ:04210086


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

To: The Council The Mayor	Date: 06-22-21	C.D. No. --	CAO File No.: 0150-11307-0004
Contracting Department/Bureau: Los Angeles Fire Department		Contact: Lauren Nakasuji (213) 978-3427	
Reference: Transmittal from the Board of Fire Commissioners dated March 2, 2021; referred for report on March 3, 2021			
Purpose of Contract: To provide custom software development and hosting for the fire prevention and inspection systems, as part of the Fire Inspection Management System integration			
Type of Contract: () New contract (X) Amendment, Contract No. 133394		Contract Term Dates: March 1, 2017 through February 28, 2023 (two-year extension)	
Contract/Amendment Amount: \$581,850			
Proposed amount \$581,850 + Prior award(s) \$2,048,521 = Total \$2,630,371			
Source of funds: Los Angeles Fire Department Contractual Services and Office and Administrative accounts, Department of Building and Safety Development Services Trust Fund			
Name of Contractor: 3Di, Incorporated			
Address: 3 Pointe Drive, Suite 307, Brea, CA 92821			
	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: 11%			
Contractor has complied with:		Yes	No
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	

RECOMMENDATIONS

That the Council, subject to the approval of the Mayor:

1. Authorize the Fire Chief, or designee, to execute the proposed First Supplemental Agreement between the Los Angeles Fire Department (LAFD) and 3Di, Incorporated for custom software development and hosting costs for the LAFD's fire prevention and inspection systems to extend the term by two years from February 28, 2021 through February 28, 2023, and to increase the total maximum compensation amount by \$581,850, from \$2,048,521 to \$2,630,371, subject to the approval of the City Attorney as to form; and,
2. Instruct the LAFD to work with the Department of Building and Safety to identify expenditures made under Contract No. 133394 that are not eligible for funding by the Development Services Trust Fund and to reclassify these expenditures as necessary, in accordance with the provisions of Los Angeles Municipal Code, Section 19.08(B).

Samantha Jew		
SJ	Analyst	City Administrative Officer

SUMMARY

The Los Angeles Fire Department (LAFD) requests authority to enter into the First Supplemental Agreement with 3Di, Incorporated (Contractor) for technical services to further develop and maintain the LAFD's fire prevention and inspection systems for the Fire Inspection Management System (FIMS), a customized software system utilized to enhance the management of brush inspection and clearance tasks. The Agreement will extend the term of the total agreement by two years, from February 28, 2021 through February 28, 2023, and increase the total maximum compensation by \$581,850, from \$2,048,521 to \$2,630,371.

BACKGROUND

The Fire Prevention and Public Safety Bureau of the LAFD utilizes several different computer systems built in-house, including the Fire Prevention Application, Fire Prevention Operating System, and Vegetation Management System, in managing LAFD fire prevention operations. The LAFD states that these systems are not integrated, making data-sharing among platforms difficult and inefficient. The new integrated enterprise system, known as FIMS, would be capable of managing multiple brush inspection tasks and processes, including recording data on inspection results, sending out inspection notices, issuing citations and invoices, and managing the citation appeals process.

As part the multi-departmental initiative to create BuildLA, a unified system for City infrastructure development services, the FIMS is funded through a \$3.00 million appropriation (\$2.0 million to the Contractual Services Account and \$1.0 million to the Office and Administrative Account) to the LAFD from the Development Services Trust Fund (DSTF) (C.F. 16-0600-S178). On July 3, 2020, Council approved an additional appropriation from the DSTF to the LAFD in the amount of \$266,927, of which \$221,850 will be appropriated to the Contractual Services Account for the continued support of the FIMS-BuildLA integration, and \$45,077 will be appropriated to the Office and Administrative Account for hardware and software licenses (C.F. 20-0820). With this additional funding, the total DSTF appropriation is \$3.27 million (\$2.22 million in the Contractual Services Account and \$1.05 million in the Office and Administrative Account).

The LAFD initially intended to recapture costs for the FIMS build-out through a Fire Systems Development and Maintenance Fee; however, the LAFD has opted not to pursue this fee based on City Attorney opinion.

Contract History

The LAFD retroactively entered into Contract No. C-133394 with the Contractor from March 1, 2017 through February 28, 2020 for an amount not to exceed \$1,868,521. On May 20, 2020, Council approved a First Amendment to extend C-133394 by one year through February 28, 2021 with a total maximum compensation of \$2,048,521 (C.F. 20-0541). The LAFD now requests a two-year extension through February 28, 2023 and a \$581,850 increase to the contract ceiling from \$2,048,521 to \$2,630,371.

The \$581,850 increase requested through this Supplemental Agreement includes \$360,000 for monthly maintenance costs (\$15,000 per month) and \$221,850 for additional operational enhancements. Operational enhancements include any essential system upgrades and modifications to accommodate the changing work environments associated with the COVID-19 pandemic.

At the time of the original agreement execution, the LAFD was in the process of releasing a Request for Proposals (RFP) to select a vendor to complete the full integration and implementation of FIMS. The LAFD released the RFP on October 16, 2019 and has selected the Contractor for the new agreement (currently pending approval). It should be noted that the current contract will provide support services, including maintenance and enhancements, to LAFD's existing systems, while the new pending agreement will include the consolidation and integration of LAFD systems into the FIMS. Given the necessity of having fully functioning fire prevention and inspection systems, both this Supplemental Agreement and the new pending agreement must be in force concurrently until the Contractor can safely deploy FIMS to replace support for LAFD's existing systems. At that point, the LAFD may decrease the services required through this Supplemental Agreement as-needed and will ultimately terminate the current Supplemental Agreement when it is no longer required. The exact timeline of the transition is not clearly known, in light of COVID-19-related processing delays.

Development Services Trust Fund Eligible Expenditures

Upon review of eligible expenditures, it was determined that the monthly maintenance costs are not eligible for DSTF funding, per Los Angeles Municipal Code Section 19.08(B). Consequently, the DSTF cannot support the \$360,000 increase requested in this Supplemental Agreement, and as a result, the monthly maintenance costs will become a General Fund obligation. Furthermore, prior FIMS expenditures should be reevaluated to ensure eligibility. This Office recommends that the LAFD work with the Department of Building and Safety to review all previous payments and reclassify pertinent expenditures as necessary and in accordance with the Municipal Code provisions. At present, approximately \$195,000 has been identified as necessary for General Fund reclassification. Total monthly maintenance costs since contract inception date is estimated at \$720,000; with this Supplemental Agreement, the total monthly maintenance costs will increase to \$1.08 million. The LAFD will be required to identify cost savings within its budgeted funds to support reclassified costs and future expenditures.

Of the \$3.27 million in DSTF funds for FIMS, the LAFD has spent approximately \$1.76 million, leaving an unspent balance of \$1.51 million. Unspent funds in the current year will be reappropriated in the 2020-21 Year-End Financial Status Report to the LAFD's 2021-22 Budget. Costs in excess of the available balance will be absorbed by the LAFD. Continued funding is subject to future-year appropriations approved by the Mayor and Council.

Contract Compliance

A supplemental agreement, instead of an amendment, is required since Contract No. 133394 expired on February 28, 2021. The term of the Supplemental Agreement is retroactive to March 1, 2021. The Contractor has been providing its services beyond the contract expiration date to ensure continuity of the FIMS application. The Supplemental Agreement should include a ratification clause for the services that have been provided to date.

In accordance with Charter Section 1022, the Personnel Department determined that City classifications have the expertise to perform the proposed work; however, because of the limited scope and intermittent nature of this work, as well as insufficient existing City staff to perform the work, this Office finds that it is more feasible to secure these services through a contractor.

In accordance with the Los Angeles Administrative Code Section 10.5(b)(2), Council approval of the proposed Agreement is required since the proposed contract term exceeds three years. To the best of our knowledge, the Contractor has complied with all standard provisions for City contracts.

FISCAL IMPACT STATEMENT

The total maximum compensation amount for this contract will increase by \$581,850 from \$2,048,521 to \$2,630,371 to provide for a monthly maintenance fee of \$360,000 (\$15,000 for the 24-month extension) and additional operational improvements in the amount of \$221,850. Contract costs, excluding the monthly maintenance fee, are supported by a \$3.27 million appropriation (\$2.22 million in the Contractual Services Account and \$1.05 million in the Office and Administrative Account) to the Los Angeles Fire Department (LAFD) by the Department of Building and Safety's Development Services Trust Fund (DSTF). Currently, the LAFD has expended \$1.76 million of the DSTF appropriation, leaving an unspent balance of \$1.51 million.

It has been determined that ongoing system maintenance costs are not eligible expenses funded through the DSTF. Consequently, any prior expenditures for maintenance should be reclassified to the General Fund in accordance with Los Angeles Municipal Code Section 19.08(B). Preliminary estimates indicate that approximately \$195,000 must be reclassified to the General Fund. The LAFD will be required to identify any cost savings within budgeted funds to support reclassified and future incurred monthly maintenance expenditures.

FINANCIAL POLICIES STATEMENT

The actions stated in this report are in compliance with the City's Financial Policies in that one-time revenues will be used to fund one-time expenditures.

RHL:SJ:04210086

Attachment

LOS ANGELES FIRE COMMISSION

BOARD OF
FIRE COMMISSIONERS

DELIA IBARRA
PRESIDENT

ANDREW GLAZIER
VICE PRESIDENT

JIMMY H. HARA, M.D.
REBECCA NINBURG
JIMMIE WOODS-GRAY

LETICIA GOMEZ
COMMISSION EXECUTIVE ASSISTANT II



ERIC GARCETTI
Mayor

SUE STENGEL
INDEPENDENT ASSESSOR

EXECUTIVE OFFICE
200 NORTH MAIN STREET, SUITE 1840
LOS ANGELES, CA 90012

(213) 978-3838 PHONE
(213) 978-3814 FAX

March 2, 2021

Honorable Eric Garcetti
Mayor, City of Los Angeles
Room 303, City Hall
Attn: Legislative Coordinator

[BFC 21-020] – SECOND AMENDMENT TO AGREEMENT C-133394 WITH 3DI, INC. FOR SOFTWARE DEVELOPMENT AND SUPPORT

At its special meeting of March 2, 2021, the Board of Fire Commissioners approved the report and its recommendations. The report is hereby transmitted to the Mayor for consideration and approval.

Should you need additional information, please contact the Board of Fire Commissioners' office at 213-978-3838.

Sincerely,

Commission Executive Assistant II

Attachments

cc: Board of Fire Commissioners (without attachments)
Fire Chief Ralph M. Terrazas (without attachments)

APPROVED: 3/2/21
BOARD OF FIRE COMMISSIONERS
BY: *[Signature]*
COMMISSION EXECUTIVE ASSISTANT

March 2, 2021



RALPH M. TERRAZAS
FIRE CHIEF

January 27, 2020

BOARD OF FIRE COMMISSIONERS
FILE NO. 21-020

TO: Board of Fire Commissioners

FROM: *RMT* Ralph M. Terrazas, Fire Chief

SUBJECT: SECOND AMENDMENT TO AGREEMENT C-133394 WITH 3Di,
INCORPORATED FOR SOFTWARE DEVELOPMENT AND SUPPORT

FINAL ACTION:	<input checked="checked" type="checkbox"/> Approved	<input type="checkbox"/> Approved w/Corrections	<input type="checkbox"/> Withdrawn
	<input type="checkbox"/> Denied	<input type="checkbox"/> Received & Filed	<input type="checkbox"/> Other

SUMMARY

In April 2015, the Mayor and City Council approved a joint report by several General Managers (Building and Safety, Engineering, Fire, Planning, Transportation) recommending development of "BuildLA," a unified system for development services, including a common architecture and infrastructure, common business applications, and common support tools (C.F. 15-0316). The common business application platform would streamline and improve the efficiency, transparency, and predictability of the review process.

The City Council approved a \$3 million appropriation from the Development Services Trust Fund to the Los Angeles Fire Department (LAFD) for the development of a Fire Inspection Management System (FIMS) (C.F. 16-0600-S178), thus allowing the LAFD to begin a multi-year project to replace its many standalone fire prevention systems into a single, modern and fully integrated enterprise FIMS. The FIMS would be a component of and interface with the larger Citywide BuildLA.

On June 28, 2019, the LAFD entered into Agreement C-133394 with 3Di, Incorporated (3Di) for software development and support, from March 1 2017 through February 28, 2020, for a maximum compensation amount not to exceed \$1,868,521 for the software development and maintenance, operations and support services regarding the integration and interfacing of the LAFD's brush inspection program between the FIMS and the Citywide BuildLA application platform.

On October 16, 2019, the LAFD released Request for Proposals (RFP) No. 2019-038-006 for a FIMS that will eventually replace the remaining standalone fire prevention systems in the LAFD's Fire Prevention and Public Safety Bureau (FPB), and create a single, unified and fully integrated system. Because a new contract for the FIMS would not be executed before February 28, 2020, the agreement with 3Di needed to be extended in order to avoid a disruption in the maintenance, operations and support services of the brush inspection program.

On June 1, 2020, a First Amendment to Agreement C-133394 was entered into by the parties to extend the term for one year, from March 1, 2017 through February 28, 2021, and to increase the maximum compensation amount not to exceed \$2,048,521.

As a result of the recent COVID-19 pandemic, the mostly civilian, office-based Fire Development Services Unit (FDS) of the FPB is now working from home with the public counters closed for the foreseeable future, resulting in significant changes and many challenges impacting the FDS' ability to perform the work in a timely and customer-friendly manner. Tasks once handled easily in-person now require several additional steps, and take considerably more time to complete because they are done remotely, distracting plan checkers and delaying the plan review process.

Currently, the FDS performs approximately 10,000 plan reviews and 9,000 inspections annually, and using 3Di's proprietary software has improved accuracy, timeliness and the unit's ability to meet legally mandated performance deadlines. The 3Di software is also used to manage various administrative tasks, such as creating billing and payment transactions, issuing permits, storing relevant project documents, scheduling inspections, issuing corrections, updating a project status, and closing a project. Overall, the system has greatly improved the FDS operation, and its continued availability is vitally important to maintaining public safety, fulfilling the FDS mandates, and meeting critical deadlines of other City departments.

Working with 3Di, the LAFD identified several improvements to the software that will ensure the continued effective, efficient and accurate processing of these plan checks in this new 'remote work' environment. These enhancements will not only address the current challenges and greatly reduce the number of new additional manual tasks, but will also improve overall workflow and reduce the time required to complete reviews when work conditions return to normal. Furthermore, the enhancements are necessary in order to integrate the LAFD's FIMS with BuildLA in order to provide an electronic plan submission and permitting portal.

On July 2, 2020, the City Council authorized the LAFD's request for funding in the amount of \$266,926.57 (\$221,850 for the Contractual Services Account and \$45,076.57 for the Office and Administrative Account) from the Development Services Trust Fund in order to further support the interface of the LAFD's electronic plan check process between the FIMS and BuildLA. (C.F. 20-0820)

The selection of a contractor under the aforementioned RFP has been delayed due to staff unavailability and other department priorities related to the COVID-19 pandemic. As a result, the LAFD, through this Second Amendment, now seeks to (a) extend the maintenance and support of the current FIMS for another two (2) years from March 1, 2021 to February 28, 2023 to ensure ongoing support and continuity of the operations, with the compensation to 3Di to continue at \$15,000 per month, for an amount totaling \$360,000; (b) make the necessary system software enhancements to the FIMS in order to continue to operate efficiently and effectively during the COVID-19 pandemic and changing work environment, in the amount of \$221,850; and (c) increase the amount of the contract by \$581,850, for a maximum compensation amount not to exceed \$2,630,371.

The Second Amendment has been reviewed and approved by the City Attorney as to legal form. Pursuant to Los Angeles City Charter Section 373, approval by the City Council is required.

RECOMMENDATIONS

That the Board:

1. Approve and authorize the Fire Chief to execute the Second Amendment to Agreement C-133394 between the City and 3Di, Inc. to extend the term to provide the required hosting and maintenance services for two years, from March 1, 2017 through February 28, 2023 and to increase the maximum compensation amount not to exceed \$2,630,371.
2. Transmit the Second Amendment to Agreement C-133394 to the Mayor for approval in accordance with Executive Directive No. 3.

FISCAL IMPACT

There is no impact to the General Fund. Funding for this Agreement is available through an appropriation from the Development Services Trust Fund.

Board report prepared by Scott Porter, Chief Information Officer, Information and Technology Bureau.

Attachment

**SECOND AMENDMENT TO AGREEMENT C-133394
BETWEEN
THE CITY OF LOS ANGELES
AND
3Di, INCORPORATED
FOR
SOFTWARE DEVELOPMENT AND SUPPORT**

THIS SECOND AMENDMENT to Agreement C-133394 (hereinafter referred to as “Agreement”) is made and entered into by and between the City of Los Angeles, a municipal corporation (hereinafter referred to as “City”), acting by and through the Los Angeles Fire Department (hereinafter referred to as “Fire Department” or “LAFD”), and 3Di, Incorporated, a California corporation (hereinafter referred to as “Contractor”), with reference to the following:

WHEREAS, the LAFD, Fire Prevention Bureau (FPB) uses several different computer applications and other systems that are not based on a common platform for managing its various business processes; and

WHEREAS, the lack of integration of these systems results in, among other things, numerous inefficient processes and potential errors in identifying important data such as property and owner information, used by FPB personnel to effectively fulfill its fire prevention responsibilities; and

WHEREAS, development of an integrated Fire Inspection Management System (FIMS) to implement a common business application platform to support all current and future FPB inspection and enforcement activities and processes would address the deficiencies of the older disparate systems; and

WHEREAS, the implementation of a common business application platform is consistent with the objectives of the Citywide BuildLA Project adopted by Mayor and Council in April 2015 (C.F. 15-0316); and

WHEREAS, the LAFD's Brush Clearance Unit (BCU) performs approximately 165,000 annual inspections of properties located in the Very High Fire Hazard Severity Zone (VHFHSZ); and

WHEREAS, in 2016, the LAFD purchased from Contractor proprietary software to enhance the capabilities, efficiency and accuracy of the brush inspection processes in anticipation of the aging in-house systems no longer being supported; and

WHEREAS, the LAFD depends on the use of this highly customized software system to complete these inspections and to perform the required administrative tasks associated with managing these inspection programs such as sending notices, creating

administrative files, issuing citations, issuing invoices, managing the brush clearance contractor bidding process, and managing the appeals process; and

WHEREAS, this brush inspection system will be integrated into and interface with an FIMS and the Citywide BuildLA application platform; and

WHEREAS, the LAFD depends on the continued availability and ongoing support of this highly specialized, proprietary software in order to manage these inspection programs that are vital to maintaining public safety and reducing the risk of fires in these high fire hazard areas; and

WHEREAS, the LAFD identified the need for further software development services by Contractor to ensure the effective, efficient and accurate completion of the 2017, 2018 and 2019 brush inspection processes; and

WHEREAS, the Contractor is a professional services and software development company with over 20 years of experience developing software of similar size and complexity for other City departments and other municipalities located throughout the U.S.; and

WHEREAS, pursuant to Charter Section 1022, the City has found that this service can be performed more economically or feasibly by an independent contractor than by City employees; and

WHEREAS, the City has determined the Contractor's services must be retained for an appropriate term and compensation amount to reflect the complexities in developing and implementing the required Fire Prevention Bureau systems; and

WHEREAS, a threat to public safety exists if the current delays in processing continue as the backlog of work will begin to impact that safe and timely review of construction plans and the addition of manual steps will continue to increase the chance of error; and

WHEREAS, it is not reasonably practicable or in the City's interest to contract with another vendor at this time due to the possibility of a disruption in services and significant risk to public safety; and

WHEREAS, on June 28, 2019, the City and Contractor entered into Agreement C-133394, for software development and support, from March 1, 2017 through February 28, 2020, and for a maximum compensation amount not to exceed \$1,868,521; and

WHEREAS, on October 16, 2019, the LAFD released RFP No. 2019-038-006 for an FIMS, but because a new contract for the FIMS would not been approved and executed before February 28, 2020, an extension to extend the Agreement with the Contractor was needed in order to avoid a disruption in services currently provided by the Contractor; and

WHEREAS, on June 1, 2020, the City and Contractor entered into a First Amendment to Agreement C-133394 to extend the term from March 1, 2017 through February 28, 2021, and for a maximum compensation amount not to exceed \$2,048,521; and

WHEREAS, as a result of the recent COVID-19 pandemic, LAFD's mostly civilian, office-based Fire Development Services Unit (FDS) is now working from home with the public counters closed for the foreseeable future, resulting in significant changes and many challenges impacting FDS' ability to perform the work in a timely and customer-friendly manner in that many tasks once handled easily in-person now require several additional steps that take considerable time to complete because they have to be done manually and remotely which delays the plan review process; and

WHEREAS, the FDS performs approximately 10,000 plan reviews and 9,000 inspections annually; and

WHEREAS, the Contractor's proprietary software system allows FDS to complete the plan checks, meet the legally mandated performance deadlines, and perform the many and various required administrative tasks associated with managing these inspection programs; and

WHEREAS, the Contractor and the LAFD have identified several critical enhancements to the system that are needed to ensure the effective, efficient and accurate processing of the plan checks, including greatly reducing the number of additional manual tasks, lowering the overall time to complete reviews, and improving the accuracy in meeting the LAFD's responsibilities in the Citywide BuildLA application platform; and

WHEREAS, on July 2, 2020, the City Council (Council File 20-0820) authorized the LAFD's request for funding in the amount of \$266,926.57 (\$221,850 for the Contractual Services Account and \$45,076.57 for the Office and Administrative Account) from the Development Services Trust Fund in order to further integrate the FIMS with BuildLA; and

WHEREAS, the parties now desire in this Second Amendment to extend the term of Agreement C-133394 for two years, from March 1, 2017 through February 28, 2023, in order to allow sufficient time for the FDS enhancements to be added to the system, to continue the monthly maintenance, operations and support for the duration of the contract or until cancelled, and to increase the amount of the contract by \$581,850, for a maximum compensation amount not to exceed \$2,630,371.

NOW, THEREFORE, in consideration of the promises, representations, covenants and agreements provided below, the parties agree as follows:

1. TIME OF PERFORMANCE

Section 3.1, Time of Performance, is hereby amended in its entirety to read as follows:

The term of the Agreement will begin on March 1, 2017 and will terminate on February 28, 2023, unless otherwise terminated earlier as provided in this Agreement.

To the extent that the Contractor may have provided services prior to the execution of this Agreement at the City's request and due to immediate needs, the City hereby ratifies and accepts those services performed in accordance with the terms and conditions of this Agreement.

2. OPTIONAL SERVICES

Section 5.0, Optional Services, is hereby amended in its entirety to read as follows:

From time to time, additional services may be required that are not included within the scope of this Agreement. Any such services that may be needed in the future will be addressed with a separate scope of work, cost and schedule, and may be included in this Agreement by amendment; and

The City and Contractor exercise the option to include a Scope of Work in order to provide for the enhancements of the Fire Development Services system as specified in Exhibit B, which details the specific tasks, timeline, milestones and payment milestones; and

3. PAYMENT OF TERMS

Section 6.4.1, Payment Terms, is hereby amended in its entirety as follows:

The City will pay the Contractor for satisfactory services rendered pursuant to the services performed under Sections 6.1, 6.2, 6.3, and Exhibit B of this Agreement. The maximum compensation is not to exceed Two Million Six Hundred Thirty Thousand Three Hundred Seventy One Dollars (\$2,630,371) for the term of this Agreement. The increase in compensation is based on the following:

Task	Cost
FIMS ePlan Integration Enhancements described in Exhibit B	\$221,850
6.2 System Maintenance, Operations and Support Services @ \$15,000/mo. for 24 mos.	\$360,000
Total not to exceed cost	\$581,850

4. COUNTERPARTS/ELECTRONIC SIGNATURES

Section 12, Counterparts/Electronic Signatures, is hereby added in its entirety as follows:

This Agreement may be executed in one or more counterparts, and by the parties in separate counterparts, each of which when executed shall be deemed to be an original but all of which taken together shall constitute one and the same agreement. The parties further agree that facsimile signatures or signatures scanned into .pdf (or signatures in another electronic format designated by City) and sent by e-mail shall be deemed original signatures.

Except as amended by this SECOND AMENDMENT, all other provisions of Agreement C-133394 shall remain in full force and effect.

[SIGNATURE PAGE FOLLOWS]

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

THE CITY OF LOS ANGELES

3Di, Inc., a California Corporation

By: _____
Ralph M. Terrazas
Fire Chief

By*: _____
Mihir Desai
Vice President

Date: _____

Date: _____

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

By**: _____

Name: _____

By: _____
Samuel W. Petty
Deputy City Attorney

Title: _____

Date: _____

Date: _____

ATTEST:
HOLLY L. WOLCOTT, City Clerk

By: _____
Deputy City Clerk

Date: _____

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

* 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.

City Agreement Number: C-133394-2

EXHIBIT B

STATEMENT OF WORK



Statement of Work for FIMS Dev Services and ePlan integration

October 06, 2020

V2.1

Shakir Shaikh

Director of Applications

601.345.5336

shakir.shaikh@3disystems.com

Submitted by:

3Di, Inc

3 Pointe Drive, STE 307, Brea, CA 92821

Phone: 714.257.1100

Email: marketing@3disystems.com

Web: www.3disystems.com

Document Change Control

Change History

Version	Date	Changes	Author
1.0	01/23/2020	Baselined Version.	Shakir Shaikh
1.1	03/06/2020	Added additional use cases as requested by LAFD.	Shakir Shaikh
2.0	07/17/2020	Changed Azure B2C to OKTA. Added intermediate milestone for Customer Portal to start application submission early. Revised section 3 to reflect updated information for all sub sections.	Shakir Shaikh
2.1	10/06/2020	Changed this document to Scope of Work. Revised UC8 as per feedback.	Shakir Shaikh

Approval Detail

Approval #	Date	Name & Role of Approver	Signature
1		Hani Malki, LAFD (Sponsor)	
2		Scott Porter, LAFD (Reviewer)	

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1. Project Information

1.1 Goal

Goal of this project is to achieve integration between LAFD's Development Services permit system FIMS and LADBS's online Plan system ePlan and enhance LAFD's Customer and Service Portal to achieve single sign on for both.

1.2 In Scope Use Cases

1.2.1 UC1 – Reference ID Integration

- Ability to verify and link ePlan reference ID while creating the Transaction in FIMS.
- Ability to display ePlan case status on FIMS transaction case for all linked cases.
- Ability to redirect to ePlan portal to view case details for all linked cases.

1.2.2 UC2 – Plan Upload/Download to ePlan

- Ability to upload the structure project plan for a FIMS transaction to ePlan portal for linked cases.
- Ability to view all the LAFD plans uploaded in ePlan on transaction detail page in FIMS.
- Ability to tag all the plans separately in FIMS to differentiate from other documents.

1.2.3 UC 3: Customer Portal

- Ability for customer to Create Transaction through the Customer portal before walking to Counter.
- Ability for customer to save and resume Transaction creation.
- Ability for customer to register and create a profile.
- Ability for customers to see all the Transactions on dashboard and continue requesting inspections as they can do now.
- Ability to have single sign on between FIMS Customer Portal and ePlan.

1.2.4 UC 4: Dynamic Stamp

- Ability to generate Dynamic Stamp to be inserted to the Plan upon approval.
- Ability to scan the QR stamp in field and validate.

1.2.5 UC 5: Online Payment and Universal Cashiering

- Ability for customer to pay the transaction fees online like they can now for inspection request.
- Ability to update payment in Universal Cashiering system.

1.2.6 UC 6: City Azure AD migration

- Ability for LAFD Staff users to have single sign on between FIMS and ePlan.

1.2.7 UC 7: Migrate VMS3 & R1R2 customer Portal

- Ability for customer to have one portal for Fire Permit, Brush Cases and R1R2 cases with single login.

1.2.8 UC 8: Transaction Create from ePlan

- Ability for customer to initiate creation of Fire Permit from ePlan portal using existing ePlan reference ID.

The use cases mentioned above will be implemented in multiple phases as per the priority decided by LAFD.

2. Approach

2.1 UC1 – Reference ID Integration

- FIMS Transaction Creation process will have additional step to verify and link ePlan reference ID (currently known as PCIS permit number).
- While creating transaction, upon entering ePlan reference ID, FIMS will call ePlan API to verify if it's valid or not.
 - If found valid, the reference ID will be linked.
 - If not valid, warning message will be popped, but transaction creation will continue.
- Linking can be done for existing transaction as well. An additional linking action will be provided for it.
- FIMS will call ePlan API to get status for linked case and will display it on Transaction Detail page.
- Next to the status, view details link will be available. This link will redirect user to ePlan Case Detail page.
- FIMS will provide an API that will allow ePlan to get status for linked transaction.

2.2 UC2 – Plan Upload/Download to ePlan

- A Plan document widget will be added to transaction detail page.
- The widget will call ePlan Mongo DB API to fetch details of all the documents to display with date/version.
- The widget will also allow user to upload the Plan documents. Upon upload, FIMS will call ePlan Mongo DB API to upload the document.
- All the documents uploaded through this widget will be tagged as FIMS Plan documents.

2.3 UC 3: Customer Portal

- Create Transaction wizard will be enabled for external customer with due modifications.
- User Registration and Profile creation will be implemented for Dev Services users.
- Transactions created by a customer will be linked to his/her profile and will be available on dashboard upon logging in.
- Registration will be done through Citywide OKTA. That way, ePlan users will have automatic access to FIMS Customer portal and vice versa.

2.4 UC 4: Dynamic Stamp

- FIMS plan check will have an additional step to generate the stamp (QR) for approved plan.
- Plan check user will have the stamp available in document widget or a specified widget for the stamp from where it can be downloaded.
- Downloaded stamp will be an image and staff can insert it to plan through blue beam or any desired plan check software.
- Field inspection will be modified to scan the QR on the physical plan and verify through server if it's valid stamp or not. (This function will only work while connectivity is there, not offline).

2.5 UC 5: Online Payment and Universal Cashiering

- Transaction creation fee engine will be modified as per the revised rule by business users.
- Online payment will be added during transaction creation wizard steps like request inspection.
- FIMS invoices will include the barcode required by Universal Cashiering System. Integration will be done through Web APIs for update records as per the integration manual provided.

2.6 UC 6: City Azure AD migration

- FIMS internal staff users are in Azure SQL and not synchronized with citywide Employee Azure B2B AD.
- All FIMS users will be migrated to Azure B2B.
- FIMS will be modified to work with Azure B2B AD rather than Azure SQL.

2.7 UC 7: Migrate VMS3 & R1R2 customer Portal

- VMS3 Customer Portal is not integrated with Azure B2C.
- Upon roll out of FIMS Customer Registration using B2C, LAFD customers will have to register twice.
- To avoid dual registration, VMS2 and R1R2 customer portal will be integrated with Azure B2C and existing users will be migrated over.

2.8 UC 8: Transaction Create from ePlan

- 3Di will provide url for create Transaction.
- ePlan will have a button to create FIMS transaction. Customer will be redirected to FIMS url upon click of the button.
- ePlan will pass reference ID and other basic information during redirection.
- If ePlan has OKTA integration done, user will be taken to create transaction page directly.
- If ePlan OKTA is not ready, user will be asked to login and then taken to create transaction page.
- In both the redirection scenario, FIMS will use the reference id passed and link the new transaction with ePlan automatically.

2.9 Dependencies

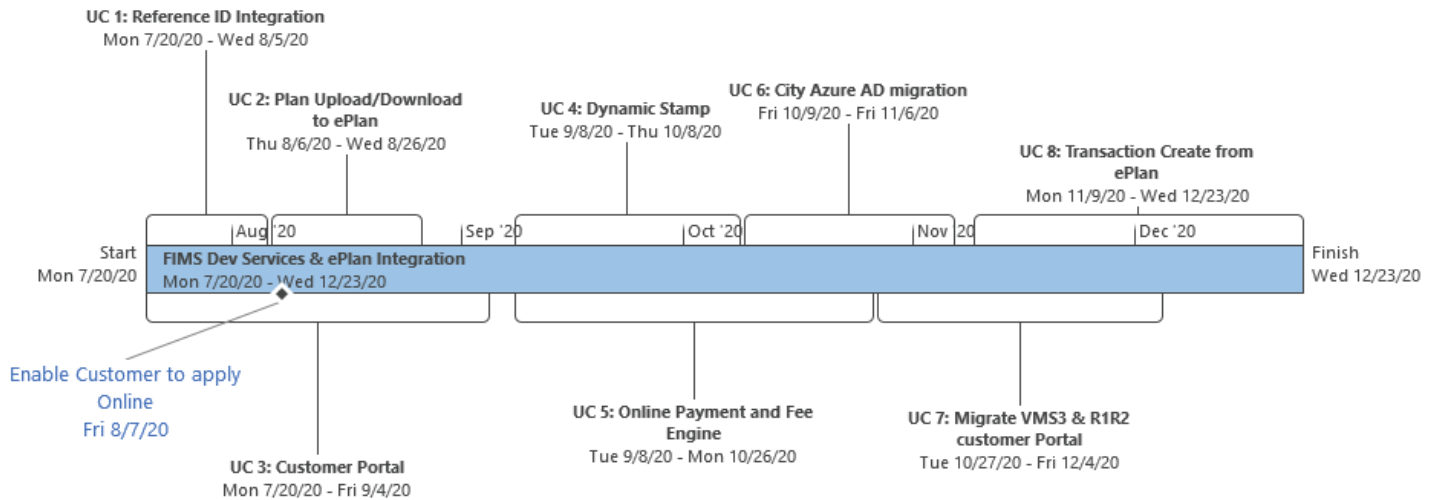
To complete this integration, following is needed from ePlan.

- API to verify and link ePlan reference ID.
- API to query status of ePlan case using reference ID.
- ePlan case detail URL with reference ID as parameter.
- API to upload document to ePlan against FIMS transaction ID.
- API to query all the document's meta data using FIMS transaction ID.
- API to download the document using document id received through query API.
- Sandbox to try out integration with Azure AD for staff and OKTA for customers.

3. Project Timeline and Budget

3.1 Timeline

Following is the timeline for all the Use Cases mentioned in Section 2.



3.2 Cost

Following is the Use Case wise cost.

Task Name	Duration	Start	Finish	Cost
UC 1: Reference ID Integration	13 days	Mon 7/20/20	Wed 8/5/20	\$15,290.00
UC 2: Plan Upload/Download to ePlan	15 days	Thu 8/6/20	Wed 8/26/20	\$17,310.00
UC 3: Customer Portal	35 days	Mon 7/20/20	Fri 9/4/20	\$48,390.00
UC 4: Dynamic Stamp	22 days	Tue 9/8/20	Thu 10/8/20	\$26,110.00
UC 5: Online Payment and Fee Engine	34 days	Tue 9/8/20	Mon 10/26/20	\$39,310.00
UC 6: City Azure AD migration	20 days	Fri 10/9/20	Thu 11/5/20	\$23,080.00
UC 7: Migrate VMS3 & R1R2 customer Portal	23 days	Tue 10/27/20	Tue 12/8/20	\$26,110.00
UC 8: Transaction Create from ePlan	25 days	Fri 11/6/20	Tue 12/22/20	\$26,250.00
Total				\$221,850.00

3.3 Schedule

The following is the detailed schedule of work, including tasks and estimated project timeline for integration. The Project Plan will be updated based on actual start date.

ID	Task	Duration	Start	Finish	Predecessor
1	FIMS Dev Services & ePlan Integration	102 days	Mon 7/20/20	Wed 12/23/20	
2	UC 1: Reference ID Integration	13 days	Mon 7/20/20	Wed 8/5/20	
3	Requirement Finalization	3 days	Mon 7/20/20	Wed 7/22/20	
4	ePlan API review and test	2 days	Mon 7/20/20	Tue 7/21/20	
5	ePlan API integration	3 days	Thu 7/23/20	Mon 7/27/20	4,3
6	FIMS API development for Status	1 day	Tue 7/28/20	Tue 7/28/20	5
7	QA Testing	2 days	Wed 7/29/20	Thu 7/30/20	6
8	UAT	3 days	Fri 7/31/20	Tue 8/4/20	7
9	Production Deployment	1 day	Wed 8/5/20	Wed 8/5/20	8
10	UC 2: Plan Upload/Download to ePlan	15 days	Thu 8/6/20	Wed 8/26/20	2
11	Requirement Finalization	2 days	Thu 8/6/20	Fri 8/7/20	
12	Document API review and test	2 days	Thu 8/6/20	Fri 8/7/20	
13	Document API integration	4 days	Mon 8/10/20	Thu 8/13/20	12,11
14	FIIMS Document Widget	3 days	Fri 8/14/20	Tue 8/18/20	13
15	QA Testing	2 days	Wed 8/19/20	Thu 8/20/20	14
16	UAT	3 days	Fri 8/21/20	Tue 8/25/20	15
17	Production Deployment	1 day	Wed 8/26/20	Wed 8/26/20	16
18	UC 3: Customer Portal	35 days	Mon 7/20/20	Fri 9/4/20	
19	Enable VMS3 based Registration	7 days	Mon 7/20/20	Tue 7/28/20	
20	Enable Customer to apply Online	0 days	Fri 8/7/20	Fri 8/7/20	19FS+8 days
21	Requirement Finalization	4 days	Mon 7/20/20	Thu 7/23/20	
22	OKTA integration	7 days	Fri 7/24/20	Mon 8/3/20	21
23	Base Portal with Registration	5 days	Tue 8/4/20	Mon 8/10/20	22
24	Create Transaction for Customer	10 days	Tue 8/11/20	Mon 8/24/20	23
25	Change UI/Ux to match ePlan	10 days	Tue 8/11/20	Mon 8/24/20	23
26	QA Testing	3 days	Tue 8/25/20	Thu 8/27/20	24,25
27	UAT	5 days	Fri 8/28/20	Thu 9/3/20	26
28	Production Deployment	1 day	Fri 9/4/20	Fri 9/4/20	27
29	UC 4: Dynamic Stamp	22 days	Tue 9/8/20	Thu 10/8/20	18
30	Requirement Finalization	3 days	Tue 9/8/20	Thu 9/10/20	
31	Stamp Generation & Embedding	5 days	Fri 9/11/20	Thu 9/17/20	30
32	Stamp Scanning support in Field App	7 days	Fri 9/18/20	Mon 9/28/20	31
33	QA Testing	3 days	Tue 9/29/20	Thu 10/1/20	32
34	UAT	4 days	Fri 10/2/20	Wed 10/7/20	33
35	Production Deployment	1 day	Thu 10/8/20	Thu 10/8/20	34
36	UC 5: Online Payment and Fee Engine	33 days	Tue 9/8/20	Mon 10/26/20	18
37	Requirement Finalization	5 days	Tue 9/8/20	Mon 9/14/20	
38	Portal modifications	8 days	Tue 9/15/20	Thu 9/24/20	37
39	Integration with Payment Gateway	10 days	Fri 9/25/20	Fri 10/9/20	38
40	QA Testing	5 days	Mon 10/12/20	Fri 10/16/20	39
41	UAT	5 days	Mon 10/19/20	Fri 10/23/20	40
42	Production Deployment	1 day	Mon 10/26/20	Mon 10/26/20	41
43	UC 6: City Azure AD migration	20 days	Fri 10/9/20	Fri 11/6/20	29

44	Requirement Finalization	3 days	Fri 10/9/20	Wed 10/14/20	
45	AD interface test	2 days	Thu 10/15/20	Fri 10/16/20	44
46	AD integration	5 days	Mon 10/19/20	Fri 10/23/20	45
47	User Migration	2 days	Mon 10/26/20	Tue 10/27/20	46
48	QA Testing	3 days	Wed 10/28/20	Fri 10/30/20	47
49	UAT	4 days	Mon 11/2/20	Thu 11/5/20	48
50	Production Deployment	1 day	Fri 11/6/20	Fri 11/6/20	49
51	UC 7: Migrate VMS3 & R1R2 customer Portal	21 days	Tue 10/27/20	Fri 12/4/20	36
52	Requirement Finalization	3 days	Tue 10/27/20	Thu 10/29/20	
53	API Development	5 days	Fri 10/30/20	Thu 11/5/20	52
54	Customer Portal integration	5 days	Fri 11/6/20	Fri 11/13/20	53
55	User Migration	2 days	Mon 11/23/20	Tue 11/24/20	54
56	QA Testing	3 days	Wed 11/25/20	Fri 11/27/20	55
57	UAT	4 days	Mon 11/30/20	Thu 12/3/20	56
58	Production Deployment	1 day	Fri 12/4/20	Fri 12/4/20	57
59	UC 8: Transaction Create from ePlan	25 days	Mon 11/9/20	Wed 12/23/20	43
60	Requirement Finalization	3 days	Mon 11/9/20	Thu 11/12/20	
61	ePlan attributes review and test	3 days	Fri 11/13/20	Tue 11/24/20	60
62	Integration with ePlan	10 days	Wed 11/25/20	Thu 12/10/20	61
63	QA Testing	3 days	Fri 12/11/20	Tue 12/15/20	62
64	UAT	5 days	Wed 12/16/20	Tue 12/22/20	63
65	Production Deployment	1 day	Wed 12/23/20	Wed 12/23/20	64

4. Contact

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