BOARD MEETING DATE: September 6, 2019   AGENDA NO. 14

REPORT: Status Report on Major Ongoing and Upcoming Projects for
                 Information Management

SYNOPSIS: Information Management is responsible for data systems
                 management services in support of all South Coast AQMD
                 operations. This action is to provide the monthly status report on
                 major automation contracts and planned projects.

COMMITTEE: Administrative, July 19, 2019, Reviewed

RECOMMENDED ACTION:
Receive and file.

                                    Wayne Nastri
                                    Executive Officer

Background
Information Management (IM) provides a wide range of information systems and
services in support of all South Coast AQMD operations. IM's primary goal is to
provide automated tools and systems to implement Board-approved rules and
regulations, and to improve internal efficiencies. The annual Budget and Board
approved amendments to the Budget specify projects planned during the fiscal year to
develop, acquire, enhance, or maintain mission-critical information systems.

Summary of Report
The attached report identifies each of the major projects/contracts or purchases that are
ongoing or expected to be initiated within the next six months. Information provided
for each project includes a brief project description and the schedule associated with
known major milestones (issue RFP/RFQ, execute contract, etc.).

Attachment
Information Management Status Report on Major Ongoing and Upcoming Projects
During the Next Six Months

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
Renewal of OnBase Software Support	Authorize the sole source purchase of OnBase software subscription and support for one year.	$140,000	• Board approved funding May 3, 2019 • Executed contract July 15, 2019	
Telecommunications Services	Select vendor(s) to provide local, long distance, telemetry, internet, cellular services, and phone system maintenance for a three-year period	$750,000	• Released RFP October 5, 2018 • Board approved selected vendors January 4, 2019 • Migrated and upgraded services	
Office 365 Implementation	Acquire and implement Office 365 for South Coast AQMD staff	$350,000	• Pre-assessment evaluation and planning completed • Board approved funding on October 5, 2018 • Developed implementation and migration plan • Acquired Office 365 licenses • Implemented Office 365 email (Exchange) and migrated all users	• Implement Office 365 file storage (OneDrive for Business) and migrate users • Implement Office 365 internal website (SharePoint) and migrate existing content

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
Permitting System Automation Phase 1	New Web application to automate the filing of all permit applications with immediate processing and issuance of permits for specific application types: Dry Cleaners, Gas Stations and Automotive Spray Booths	$694,705	• Phase 1 Automated 400A form filing, application processing, and online permit generation for Dry Cleaner module deployed to production completed • Facility ID Creation Module deployed to production completed • Phase 1.1 Automated 400A form filing, application processing, and online permit generation for Automotive Spray Booth and Gas Station Modules deployed to production completed • Enhanced calculations of sensitive receptor distances • Enhanced processing of school locations with associated parcels • Upgraded GIS Map integration and enhanced sensitive receptor identification and distance measurement work • Enhanced calculations of sensitive receptor distances • Deployed new version of system to production	• Continue Phase 1.1 project outreach support

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
Permitting System Automation Phase 2	Enhanced Web application to automate filing process of Permit Applications, Rule 222 equipment, and registration process for IC engines; implement electronic permit folder and workflow for internal South Coast AQMD users	$525,000	• Board- approved initial Phase 2 funding December 2017 • Phase 2 project startup and detail planning completed May 2018 • Business process model approved • Development of Negative Air Machines, Boilers/Water Heaters/Process Heaters, Cooling Towers, Portable Heaters, and Food Ovens filing process completed • Board approved remaining Phase 2 funding October 5, 2018 • Application submittals, and form filing of Negative Air Machines, Boilers/Water Heaters/Process Heaters, Cooling Towers, Portable Heaters, and Food Ovens, Char Broilers, Small Boilers, and Oil Wells processing completed	• Wireframes, user stories, and code development for Emergency Internal Combustion Engine; Non-Emergency Internal Combustion Engine; Spray Booth/Open Spray; Boiler/Heater; Particulate Matter Control Fabric Filter – Baghouse/Cartridge Collector; External Combustion Oven; Gaseous Emission Control Form Afterburner/Oxidizer; Gaseous Emission Control Form Adsorber – Carbon, Others; External Combustion Burn Off Furnaces/Brake Debonders/Wax Burnoff Furnaces; Scrubber

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
Permitting System Automation Phase 2 (continued)			- Application submittals, and form filing of Tar Pots/Tar Kettles, Asphalt Day Tankers, and Asphalt Pavement Heaters completed - Application submittals, and form filing of Agricultural Engines, IC Engines at Radio Tower, Diesel Fuel Boiler, and Fuel Cell with Heater completed - Application submittals, and form filing of Diesel Fueled Boilers, Fuel Cell with a Non-Electric Supplemental Heater, Facilities with No Written Permit and Emits Four Tons or More of VOC Emissions Per Year Equipment, Internal Combustion Engines at Remote Radio Transmission Towers, Printing, Coating & Drying Equipment, Oil & Gas Production Wells, Natural Gas Well Heads, Well Pumps, Transfer Pumps & Re-pressurizing Equipment, and Agricultural Engine completed - Wireframes, user stories, and code development for registered emergency IC engines with a certified equipment permit number completed	

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
Information Technology Review Implementation	Complete Board requested Information Technology review and initiate work on implementation of key recommendations	$75,000 (funding included in $350,000 Office 365 implementation project)	• Initiated Implementation Planning and Resource Requirements for key recommendations • Completed Microsoft Project Plan training for all IM Managers, Supervisors and Secretaries • Established internal Information Technology Steering Committee, members and charter • Configured and deployed Project Management software for IM team	• Office 365 deployment
Permit Application Status and Dashboard Statistics	New Web application to allow engineers to update intermediate status of applications; create dashboard display of status summary with link to FIND for external user review	$100,000	• Board approved funding December 2017 • April 2018 project startup and detail planning completed • June 2018 wireframe and user story approved for Release 1 • User story and wireframe approved for application search module • User stories approved and coding completed for Dashboard Data Entry screens • Code development for Release 1 completed • Code development for application search module completed • User acceptance testing for data capture module completed • User acceptance testing for user reports completed	• Continue user data input for all open applications • Development of user requested enhancements, including user stories and coding

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
Permit Application Status and Dashboard Statistics (continued)			• Internal deployment of application for engineers to populate application related data completed • Deployment of external application (and linked to FIND) for regulated community to view application related data completed	
Agenda Tracking System Replacement	Replace aging custom agenda tracking system with state-of-the-art, cost-effective Enterprise Content Management (ECM) system, which is fully integrated with OnBase, South Coast AQMD's agency-wide ECM system	$86,600	• Released RFP December 4, 2015 • Awarded contract April 1, 2016 • Continued parallel testing • Conducted survey of stakeholder satisfaction • As a result of the survey responses, the decision was made to develop a custom user interface for the application • Revised project scope to include custom user interface • Developed plan and schedule for revised scope	Identify funding source
Document Conversion Services	Document Conversion Services to convert paper documents stored at South Coast AQMD facilities to electronic storage in OnBase	$83,000	• Released RFQ October 5, 2018 • Approved qualified vendors January 4, 2019 • Executed purchase orders for scanning services • Converted over 350,000 rule administrative record documents for Planning and Rules	• Convert over 1,000,000 contract documents for Technology Advancement Office

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
Replace Your Ride (RYR)	New Web application to allow residents to apply for incentives to purchase newer, less polluting vehicles	$301,820	• Phase 2 Fund Allocation, Administration and Management Reporting modules deployed and in production • Final Phase 2 user requested enhancements: VIN Number, Case Manager, Auto e-mail and document library updates deployed to production • Phase 3 Data Migration development work completed • Phase 3 user approval for production • Implementation of Electric Vehicle Service Equipment and alternative mode of transportation in the RYR application • Approval of data migration • Approval of Phase 3 move to production	• Implementation of RYR and PeopleSoft Financial integration module
South Coast AQMD Mobile Application for iOS devices Phase 2	Enhancement of Mobile application with addition of Enhanced Notifications, Complaint Filing and Facility Information Detail	$100,000	• Project charter released • Proposal received • Task order issued	• System development in progress

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
Legal Division New System Development	Develop new web-based case management system for Legal Division to replace existing JWorks System	$500,000	- Task order issued, evaluated and awarded - Project initiated, and project charter finalized - Business Process Model completed - Business Process Model completed - Sprint 1, 2 and 3 functional and system design completed	- Testing (UAT) for Sprint 1, 2 and 3: NOVs, MSPAP, Civil and Small Claims - Sprint 4 Development: Criminal and non-NOV cases
Flare Event Notification – Rule 1118	Develop new web-based application to comply with Rule 1118 to improve current flare notifications to the public and staff	$100,000	- Vision and Scope issued - Charter Document and proposal approved - Task order to be issued - Requirement gathering for Sprint 1 & 2 completed - System Design for Sprint 1 & 2 completed - Requirement gathering for Sprint 3 completed - System design for Sprint 3 completed - Compliance integration design completed - Data model approved for Sprint 1, 2, and 3 - Continuation of Sprint 4 - Completion of Public Portal Implementation	- Development of Major Incident notification function - Deployment to production

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
VW Environmental Mitigation Action Plan Project	CARB has assigned South Coast AQMD to develop web applications for two projects: Zero-Emission Class 8 Freight and Port Drayage Truck Project & Combustion Freight and Marine Project. South Coast AQMD is responsible for developing a web application for both incentive programs, and maintaining a database that will be queried for reporting perspectives for CARB	$355,000	• Draft Charter Document issued • Project Initiation completed • Task order issued • Detailed system design for Phase 1 • System Development for Phase 1 completed	• System Beta Testing • System Deployment to production
AQ-SPEC Cloud Platform	Develop a cloud-based platform to manage and visualize data collected by low-cost sensors	$385,500	• Task Order issued • Proposals received • Task Order awarded • Business Requirements Gathering completed • Sprint 1 completed (System Architecture, Data Storage Design, Data Ingestion) completed • Sprint 2 completed (Data Transformations, Calculations, and Averaging) • Sprint 3 completed (Dashboards, Microsites, Data Migration) completed	• Sprint 4 Development • Release 2 User Acceptance Testing and Deployment

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
AQ-SPEC Cloud Platform (continued)	Develop a cloud-based platform to manage and visualize data collected by low-cost sensors	$385,500	• Release 1 (Sprints 1-3) User Acceptance Testing and Deployment completed • Sprint 4 Requirements Gathering completed	• Sprint 4 Development • Release 2 User Acceptance Testing and Deployment
PeopleSoft Electronic Requisition	South Coast AQMD is implementing electronic requisition for PeopleSoft Financials. This will allow submittal of requisitions online. Additional benefits include tracking of multiple levels of approval, electronic archival of requisition documents, pre-encumbrance of budget, and streamlined workflow.	$75,800	• Project Charter Approved • Task Order Issued • Proposal Received • Task Order Awarded • Requirement Gathering for Sprint 1 Completed • Design for Sprint 1 Completed • Code Development for Sprint 1 • User Acceptance Testing (UAT) for Sprint 1 • Design for Sprint 2 • Code Development for Sprint 2 • UAT for Sprint 2	• Integrated user testing
Data Cable Infrastructure Installation	The data cable infrastructure in certain areas of the building at South Coast AQMD is non-existent or outdated. Staff is seeking a vendor to install a full, turnkey data cable infrastructure system with the latest technical specifications that can provide connectivity and a broader network bandwidth.	$210,000 (Estimated Amount)	• Released RFP July 12, 2019	• Board approval October 4, 2019 • Execute contract November 12, 2019 • Complete implementation February 28, 2020

Projects that have been completed within the last 12 months are shown below.	
Completed Projects	
Project	Date Completed
AB617 – Community Monitoring Data Display Web Application	July 9, 2019
Online filing of Rule 1415 - Reduction of Refrigerant Emissions System	June 5, 2019
South Coast AQMD Mobile Application for Android devices	May 30, 2019
Renewal of HP Server Maintenance & Support	April 30, 2019
Implementation of Enterprise Geographic Information System (EGIS) Phase II	March 11, 2019
CLASS Database Software Licensing and Support	November 30, 2018
South Coast AQMD Mobile Application for iOS devices Phase 1	November 2, 2018