BOARD MEETING DATE: December 4, 2020   AGENDA NO. 18

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 item is to provide the monthly status report on
                 major automation contracts and planned projects.

COMMITTEE: Administrative, November 13, 2020, 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.

In light of COVID-19 and the related budget impact, we are evaluating all of our
projects and delaying non-critical projects as long as possible.

Summary of Report
The attached report identifies 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
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 • Trained staff in Office 365 Pro Plus desktop software • Implemented Office 365 Pro Plus, Office Web, and OneDrive for Business	• Implement Office 365 internal website (SharePoint) and migrate existing content
Permitting System Automation Phase 1	New Web application to automate the filing of permit applications with immediate processing and issuance of permits for specific application types: Dry Cleaners, Gas Stations, and Automotive Spray Booths	$694,705	• Automated 400A form filing, application processing, and online permit generation for Dry Cleaner, Automotive Spray Booth, and Gas Station Modules deployed to production • Enhanced processing of school locations with associated parcels • Deployed upgraded GIS Map integration and enhanced sensitive receptor identification and distance measurement work • Deployed new version of On Line Application Filing (OLAF) that includes Rule 212(c)(1) Implementation Guidance	• Continue Phase 1.1 project outreach support
Legal Division New System Development	Develop new web-based case management system for Legal Division to replace existing system	$500,000	• Task order issued, evaluated and awarded • Project charter finalized • Business Process Model completed • User Acceptance Testing completed • User Training completed • Parallel testing completed • Deployed to production	• Phase II Requirements

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
Permitting System Automation Phase 2	Enhanced Web application to automate filing of permit applications, Rule 222 equipment and registration 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 • Board approved remaining Phase 2 funding October 5, 2018 • Completed report outlining recommendations for automation of Permitting Workflow • Developed application submittals and form filing for first nine of 32 400-E forms • Completed application submittals and form filing for 23 types of equipment under Rule 222 ready for User Testing • Deployed to production top three most frequently used Rule 222 forms: Negative Air Machines, Small Boilers, and Charbroilers • Completed requirements gathering for Phase II of the project (an additional 10 400-E-XX forms)	• Complete User Testing for first nine 400-E forms • Complete User Acceptance Testing and Deployment to production of Emergency IC Engines Form (EICE-RE) • Complete User Acceptance Testing and Deployment of remaining 22 Rule 222 forms to production • Development of Phase II additional 10 400-E-XX forms
Cybersecurity Assessment	Perform a cybersecurity risk assessment, maturity assessment, and penetration testing	$100,000 (not included in FY 2020-21 Budget)		• Release RFP Q1 2020
South Coast AQMD Mobile Application Enhancements	Enhancement of Mobile application from SRA based map to grid map. This grid map will allow users to see AQI at a finer resolution.	$100,000	• Vision and scope completed • Project charter released • Task order issued, evaluated and awarded • Project kick off completed • User Interface design completed • Code Development completed	• User Acceptance Testing • Deploy Gridded Air Quality enhancement to production

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 and 3 Fund Allocation, Administration, Management Reporting modules, VIN Number, Case Manager, Auto e-mail and document library updates deployed and in production • Implemented following modifications: Electric Vehicle Service Equipment, email templates, call center hours, additional incentive amounts, VIN Number scramble modifications and replacement option choices to allow staff to process application more efficient • Implemented RYR and PeopleSoft Financial integration module • Implemented RYR	• Provide support for RYR moratorium
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	• Project charter released • Task order issued, evaluated and awarded • Refinery user training completed • Major incident notification deployed • Phase II development on administrative and reporting pages completed • Completed Phase II User Acceptance Testing • Demonstrated Phase II to EO/EC • Refinery staff training completed • Phase II deployed to production	• Provide post-production support for Phase II

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
AQ-SPEC Cloud Platform	Develop a cloud-based platform to manage and visualize data collected by low-cost sensors	$385,500	• Project charter released • Task order issued, evaluated and awarded • Business requirements gathering completed • System architecture, data storage, and design data ingestion completed • Data transformations, calculations and averaging completed • Dashboards, microsites and data migration completed • Release 2 User Acceptance Testing completed • Deployment to production completed	• Support public outreach for AQ-SPEC Platform
PeopleSoft Electronic Requisition	Electronic requisition for PeopleSoft Financials will allow submittal of requisitions online, tracking multiple levels of approval, electronic archival, pre-encumbrance of budget, and streamlined workflow	$75,800	• Project charter released • Task order issued, evaluated and awarded • Requirement gathering and system design completed • System setup and code development and user testing for Information Management completed • System setup and code development and User Acceptance Testing completed for Administrative and Human Resources completed • System setup for Technology Advancement Office completed	• Deployment to IM and AHR Divisions • TAO training and Integrated User Testing for other divisions

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 and Combustion Freight and Marine Project. The database will support reporting	$355,000	• Draft Charter Document issued • Project Initiation completed • Task order issued • Deployed Phase I to production • Phase II to production – Messaging, Evaluation, and Administration • Development of evaluation module and calculation module completed • Phase III - ZE Class 8 Application Deployed to production	• Development of Phase III – Ranking Contracting, and Inspection
Renewal of HP Server Maintenance & Support	Purchase of maintenance and support services for servers and storage devices	$140,000		• Request Board approval on April 2, 2021 for HP server maintenance and support • Execute contract April 30, 2021
Renewal of OnBase Software Support	Authorize the sole source purchase of OnBase software subscription and support for one year	$140,000		• Request Board approval May 7, 2021 • Execute contract July 15, 2021

Project	Brief Description	Estimated Project Cost	Completed Actions	Upcoming Milestones
Source Test Tracking System	Online system to keep track of timelines and protocols and reports received. External online portal to submit source testing protocols and reports, track the review process, and provide integration to internal users	$250,000	• Project Charter approved • Project Initiation completed • Task Order issued • Project Kick-off completed • User requirements gathering for Source Testing and Engineering & Permitting Divisions completed • User requirements gathering for Compliance & Enforcement and Planning Divisions completed • Development of Full Business Process Model of the To-Be system completed • Development of screens mock-ups for the system completed. • Review proposed automation with EQUATE group completed • Proposal for system development approved	• Review proposed automation with Stationary Source Committee • Development of Sprint 1 of the Source Test Protocol and Report Tracking System

Projects that have been completed within the last 12 months are shown below.	
Completed Projects	
Project	Date Completed
CLASS Database Software Licensing	October 16,2020
Flare Event Notification – Rule 1118 Phase II	October 14, 2020
Volkswagen Environmental Mitigation Administration Zero Emission Class 8	August 18, 2020
Ingres Actian X database migration	August 17, 2020
Rule 1403 Enhancement	July 1, 2020
Legal Office System	June 17, 2020
Document Conversion Services	June 30, 2020
Oracle PeopleSoft Software Support	June 5, 2020
Renewal of OnBase Software Support	May 1, 2020
Public Facing Permit Application Status Dashboard	May 1, 2020
Mobile Application Enhancement – Hourly Forecast	April 29, 2020
Renewal of HP Server Maintenance & Support	April 30, 2020
Rule 1180 Fence Line Monitoring Web Site Enhancements	April 3, 2020
Volkswagen Environmental Mitigation Administration and Communication Module	March 3, 2020
Data Cable Infrastructure Installation	February 31, 2020
Prequalify Vendor List for PCs, Network Hardware, etc.	February 7, 2020
Mobile Application Enhancements Including Spanish Language	January 23, 2020
Annual Emissions Reporting System	December 31, 2019
Rule 1180 Fence Line Monitoring Website	December 31, 2019
Online filing of Rule 222 – Negative Air Machines, Small Boilers, and Charbroilers Modules	December 13, 2019
Flare Notification System	December 12, 2019
Volkswagen Environmental Mitigation Application Filing Portal	December 7, 2019
CLASS Database Software Licensing and Support	November 30, 2019
Office 365 Suite Implementation of File Storage (OneDrive for Business)	November 22, 2019