



LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK

DEAN C. LOGAN

Registrar-Recorder/County Clerk

September 16, 2024

TO: Supervisor Lindsey P. Horvath, Chair
Supervisor Hilda L. Solis
Supervisor Holly J. Mitchell
Supervisor Janice Hahn
Supervisor Kathryn Barger

FROM: Dean C. Logan 
Registrar-Recorder/County Clerk

NOTIFICATION OF REQUEST TO AMEND THE ENTERPRISE SERVICES MASTER AGREEMENT (ESMA) WORK ORDER E2-208

This is to inform your Board of the Registrar-Recorder/County Clerk's (RR/CC) intent to revise the Internal Services Department (ISD) Enterprise Services Master Agreement (ESMA) Work Order (WO) No. E2-208 (formerly E1-126) with HSO Enterprise Solutions, LLC. The proposed amendment seeks to augment the WO's maximum amount by \$114,000, raising the total from \$2,135,000 to \$2,249,000. The additional funds are crucial to address the challenges posed in the development of RR/CC's new Financial Accounting System (FAS), which is the bridge between RR/CC's point of sale system, Joint Enterprise Development Infrastructure (JEDI), and the electronic Countywide Accounting Program (eCAPS). The amendment is to include post-deployment processes where additional development is required to enhance automation and report out in various reports by HSO Enterprise Solutions, LLC. The budget increase will be covered by existing RR/CC funds for the current year. As stipulated by the ESMA guidelines, any WO exceeding \$500,000 requires prior notice to the Board.

BACKGROUND

In Fiscal Year 2023-2024, RR/CC began work on the development of our new FAS with HSO Enterprise Solutions, LLC. This was RR/CC's effort to effectively alleviate significant manual efforts/workflows through the Department's databases and worksheets with a Microsoft Dynamics 365 (D365) Financial Accounting System.

The Department discovered that the eCAPS connection was going to be a more significant challenge to connect and direct integration was not possible at this time. Amendment One (1) was issued to separate the JEDI integration and eCAPS integration with no project cost adjustment while the department assessed the eCAPS integration component with HSO Enterprise Solutions, LLC. Amendment Two (2) was issued to provide new automated reports preparing the entry into eCAPS and downloading appropriate eCAPS revenue detail reports to cross-reference the reconciliation efforts between the three (3) systems. This cross-

reference process took significant efforts within RR/CC to ensure appropriate eCAPS reports were available for upload into the FAS to ensure maximum automation and reduce manual workflows and added an additional two (2) months of work. Amendment Three (3) was requested to extend time to develop a system information drop form for the reconciliation efforts between D365 and eCAPS and onsite training to assist with knowledge transfer and facilitate learning. Amendment Four (4) is being requested to provide additional development required to enhance automation and report outs for various reports.

SCOPE OF WORK

Under WO Amendment Four (4), the requested funding increase will enable the team of HSO Enterprise Solutions, LLC developers to provide additional development for various reports supporting the finance system automation.

JUSTIFICATION

Since completing Amendment One (1), Amendment Two (2), and Amendment Three, (3) HSO Enterprise Solutions, LLC continues to work with RR/CC in identifying the fields needed for Amendment Four (4) which will include additional development for various reports functionality discovered post-go live.

FINAL IMPACT

WO E2-208 Amendment Four (4) will increase the overall project amount by \$114,000 for a total of \$2,249,000. This amendment is funded by existing Net County Cost funding within Fiscal Year 2024-25.

CONCLUSION

Consistent with ESMA policies and procedures, we are informing the Board of our intent to proceed with this WO E2-208 Amendment Four (4). If no objection is received from your Board in ten (10) business days upon receipt of this Board notification, RR/CC will proceed with this amendment according to County policy.

If you have any questions or need additional information, please contact me at (562) 462-2716 or email dlogan@rrcc.lacounty.gov. Your staff may also contact Jennifer Storm, Finance Management Division Manager, at (562) 888-4312 or email jstorm@rrcc.lacounty.gov.

DCL:JG
JJ:js

c: Chief Executive Office
County Counsel
Executive Office, Board of Supervisors
Chief Information Office
Internal Services Department