



## LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK

DEAN C. LOGAN

Registrar-Recorder/County Clerk

September 22, 2026

TO: Supervisor Hilda L. Solis, Chair  
Supervisor Holly J. Mitchell  
Supervisor Lindsey P. Horvath  
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) WO E2-264**

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. E2-264 with Accenture LLP. The proposed amendment seeks to augment the WO's maximum amount by \$151,000, raising the total from \$458,000 to \$609,000. The additional funds are needed to address challenges encountered in developing RR/CC's new Budget Prep and Tracking System, which includes Invoice and Contract approval workflows. During development of the Contract Workflow, RR/CC identified that the original scope focused on the most typical contract type. The additional effort will extend support to master agreements involving numerous vendors and add Adobe workflow signature functionality, enabling both virtual approval and in-system signing. The amendment also covers post-deployment work, where additional development is required to enhance automation and reporting functionality provided by Accenture LLP. The budget increase will be covered by existing RR/CC funds for the current fiscal year. As stipulated by ESMA guidelines, any WO exceeding \$500,000 requires prior notice to the Board.

### **BACKGROUND**

In Fiscal Year 2025-2026, RR/CC began work on the development of its new Budget Prep and Tracking System with Accenture LLP. This system was designed to track budget requests from internal submission through contract and invoice approval workflows, replacing significant manual effort previously managed through departmental databases, worksheets, and email, and integrating with the IBM Apptio system.

The initial development phase focused on contracts outside of multi-vendor master agreements, with the additional complexities associated with multi-vendor master agreements planned to be addressed in a subsequent phase. This complexity was identified and scoped

during the original engagement and defined as a Phase 2 effort, given the additional development lift required beyond what was originally anticipated. Amendment One (1) will address this Phase 2 scope, providing additional vendor support and addressing signature requirements through Adobe.

### **SCOPE OF WORK**

Under WO Amendment One (1), the requested funding increase will enable the Accenture LLP development team to provide additional development for various reports supporting budget and finance system automation.

### **JUSTIFICATION**

The additional funding is justified by the Phase 2 scope identified during original development: support for the added complexity of multi-vendor master agreement contracts, Adobe e-signature integration, and report functionality needs discovered post-go-live. This scope was intentionally deferred from the original WO due to the level of effort required, which exceeded what could be accommodated within the original timeline and budget.

### **FISCAL IMPACT**

WO E2-264 Amendment One (1) will increase the overall project amount by \$151,000, for a total of \$609,000. This amendment is funded by existing Net County Cost funding within Fiscal Year 2026-27.

### **CONCLUSION**

Consistent with ESMA policies and procedures, we are informing the Board of our intent to proceed with WO E2-264 Amendment One (1). If no objection is received from your Board within ten (10) business days of 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 me at [dlogan@rrcc.lacounty.gov](mailto:dlogan@rrcc.lacounty.gov). Your staff may also contact Ivan Masayon, Assistant Registrar-Recorder/County Clerk, at (562) 246-1879 or email [IMasayon@rrcc.lacounty.gov](mailto:IMasayon@rrcc.lacounty.gov).

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