

Procurement and Reporting Policy Annual Report for 2019
May 8, 2019

Provider	Service/Product	Status	Annual Cost	Comment(s)
Special District Risk Management Authority	Property/Liability & Workers Compensation Insurance	Policies renewed annually	\$27,735	Commission-approved annual LAFCO budgets reflects anticipated premium increases. Workers Compensation premium is based upon payroll. SDRMA represents significant cost savings over prior provider. No alternate provider provides LAFCO with the same level of coverage for equivalent premiums.
County of Los Angeles	Employee Medical and Dental Insurance	Memorandum of Understanding (MOU)	N/A (See Comments)	Commission approved the MOU with the County of Los Angeles on 10/11/2017; MOU expires on 10/31/2027. Rates vary by employee/plan. Rates are reported annually to the Commission during LAFCO budget process. No alternate vendor offers LAFCO the same level of coverage for equivalent premiums.
Los Angeles County Employee Retirement Association (LACERA)	Employee/Retiree Pension	Memorandum of Understanding (MOU)	N/A (See Comments)	Commission approved the MOU with LACERA on 11/15/2017; MOU has no expiration date. Employees were enrolled in LACERA at the time of LAFCO's separation from the County in 2001. Employer and employee contributions vary by employee. No alternate vendor provides LAFCO with comparable pensions for equivalent employer and employee contributions.
Los Angeles County Employee Retirement Association (LACERA)	Retiree Medical/Dental Insurance Benefits Administration	Memorandum of Understanding (MOU)	N/A (See Comments)	LAFCO executed an MOU and provided same to LACERA on 11/15/2017; MOU has no expiration date. LACERA has not yet invoiced LAFCO for services provided.
Teachers Insurance & Annuity Association of America	Office Lease	Lease	\$93,110	Commission approved a 10-year lease on August 11, 2011; lease expires on 11/30/2021. Lease includes annual rent increases. Annual cost does not correspond to fiscal year and does not include Common Area Maintenance (CAM) charges of approximately \$5,000-\$10,000 per year. Staff will explore lease renewal/alternatives in late 2020.
GE Capital Information Technologies Solutions, LLC	Konica/Minolta Photocopier	Lease	\$4,600	Staff solicited and received bids from three potential providers in March of 2016 and selected best option based upon cost and copier features.
Neopost	Postage Meter	Lease	\$1,521	Executive Officer executed a lease on 9/26/2016; lease expires in January, 2022.
AT&T	Cell Phones	Agreement	\$3,600	Current agreements are set to expire in early 2021. LAFCO has used AT&T for wireless phones for more than a decade. AT&T provides good coverage, and its rates are comparable to other providers. There is no significant anticipated cost savings with an alternate provider.
Tropical Interior Plants	Plant Maintenance Services	No contract	\$1,200	LAFCO has used Tropical Interior Plants for more than a decade; staff is comfortable with the quality and service provided by Tropical Interior Plants. There is no significant anticipated cost savings with an alternate provider.
County Counsel	Legal services	No contract	\$80,000	LAFCO has used County Counsel for legal services for decades. Although FY 2018-2019 is an anomaly, the historical annual billing is reasonably consistent with legal costs incurred by similar LAFCOs (Orange and Riverside). There is no significant anticipated cost savings with an alternate provider.

LA LAFCO Professional Services Agreements Summary Annual Report for 2019 (continued)

May 8, 2019

Provider	Service/Product	Status	Annual Cost	Comment(s)
Computer & Technology Solutions (CTS)	Computer Maintenance	No contract	\$6,600	LAFCO has used CTS for computer consulting for more than a decade. Staff is comfortable with the quality and service provided by CTS. Annual billing is reasonably consistent with legal costs incurred by similar LAFCOs (Orange and Riverside). There is no significant anticipated cost savings with an alternate provider.
Davis Farr LLP	Annual Audit Services	Contract	\$7,500	Commission approved a four-year contract with Davis Farr on 8/10/2016 through a competitive RFP process involving five LAFCOs (Imperial, Los Angeles, Orange, Riverside, and San Bernardino) to secure lower bids and cost-savings.
Platinum Consulting Group (PCG)	Accounting, Budgeting, and Bookkeeping	No contract	\$25,000	LAFCO has used PCG consulting for more than a decade; staff is comfortable with the quality and service provided by PCG. PCG specializes in providing services to small governmental agencies, including many special districts and Orange LAFCO. PCG is substantially less expensive than previous provider(s) and offers a range of services (accounting, bookkeeping, and budgeting) suited to LAFCO's needs.
CALPERS/CERBT	OPEB Trust Fund	Agreement	\$100	Commission approved an agreement with the California Employer's Retiree Benefit Trust Fund (CERBT) Division of the California Public Employees' Retirement System (CalPERS) on 5/9/2018; there is no expiration date.
Meijun Software Solutions	Website development services	Contract	\$18,000 one-time cost	The Commission awarded the contract on 11/14/2018; contract is a one-time cost. All services are to be performed by the end of 2019.
<i>Anticipated Contracts</i>				
<i>To be determined</i>	<i>Municipal Services Review for the Santa Clarita Valley Water Agency (SCVWA)</i>	<i>Contract to be awarded</i>	<i>To be determined</i>	<i>Commission approved Request for Proposal on March 13, 2019. MSR costs will be reimbursed By SCVWA.</i>
<i>To be determined</i>	<i>Municipal Services Review for the Cities of Agoura Hills, Calabasas, Hidden Hills, and Westlake Village</i>	<i>Contract to be awarded</i>	<i>To be determined</i>	<i>Commission approved Request for Proposal on March 13, 2019. The City of Agoura Hills, the City of Calabasas, and County Supervisor Sheila Kuehl have agreed to provide funding to offset consultant costs.</i>
<i>To be determined</i>	<i>Municipal Services Review for the Cities of La Mirada and Whittier</i>	<i>Contract to be awarded</i>	<i>To be determined</i>	<i>Commission approved Request for Proposal on March 13, 2019. Consultant costs to be borne by the Commission as part of the FY 2019-2020 Budget.</i>