

Procurement and Reporting Policy Annual Report for 2020
February 10, 2021

Provider	Service/Product	Status	Annual Cost	Comment(s)
Joint Powers Risk and Insurance Management Authority (JPRIMA)	Property/Liability Insurance	Policy is renewed annually	\$13,300	In 2020, staff solicited bids from JPRIMA and SDRMA. JPRIMA was the responsive bidder with the lower price, and JPRIMA represents a significant cost savings over any other available insurance provider. JPRIMA and SDRMA provide property/liability insurance to most LAFCOs; no other available insurance provider provides LAFCO with the same level of coverage for equivalent premiums.
Special District Risk Management Authority (SDRMA)	Workers Compensation Insurance	Policy is renewed annually	\$9,500	Commission-approved annual LAFCO budgets reflect anticipated premium increases. Workers Compensation premium is based upon total annual payroll. In 2020, staff solicited bids from JPRIMA and SDRMA. SDRMA was the responsive bidder with the lower price, and SDRMA represents a significant cost savings over any other available insurance provider. JPRIMA and SDRMA provide workers compensation insurance to most LAFCOs; no other available insurance 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; the MOU expires on 10/31/2027. Rates vary by employee/plan. Rates are reported annually, and approved by the Commission during the 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, the MOU has no expiration date. Employees were enrolled in LACERA at the time of LAFCO's separation from the County of Los Angeles 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	\$112,300	Commission approved a 10-year lease on August 11, 2011, the lease expires on 11/30/2021. The approved lease includes annual scheduled rent increases. Annual cost does not correspond to fiscal year, and it does not include Common Area Maintenance (CAM) charges of approximately \$5,000-\$10,000 per year. The Ad Hoc Lease Extension Committee and staff are exploring lease extension issues, and will report back to the Commission in mid-2021.
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 staff selected the best option based upon a combination of cost and copier features.
Neopost	Postage Meter	Lease	\$1,521	Executive Officer executed a lease on 9/26/2016, the lease expires in January, 2022.
AT&T	Cell Phones	Agreement	\$3,600	The 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, and staff is comfortable with the quality and service provided. 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 (including Orange and Riverside LAFCOs). Costs are reported annually, and approved by the Commission during the LAFCO budget process. There is no significant anticipated cost savings with an alternate provider.
Special District Risk Management Authority (SDRMA)	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.

LA LAFCO Professional Services Agreements Summary Annual Report for 2020 (continued)

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Provider	Service/Product	Status	Annual Cost	Comment(s)
Davis Farr LLP	Annual Audit Services	Contract	\$8,500	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. Work under this contract is nearing completion (the audit for the final year of the contract (FY 2020-2021) is in progress).
Platinum Consulting Group (PCG)	Accounting, Budgeting, and Bookkeeping	No contract	\$20,000	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. Costs are reported annually and approved by the Commission during the LAFCO budget process. 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	\$500	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.
E Mulberg Associates	Municipal Services Review for the Santa Clarita Valley Water Agency (SCVWA)	Contract	\$38,950	All work under this contract is completed. The Commission awarded the contract on 06/12/19. The contract is one-time cost, and all MSR costs are reimbursed by SCVWA.
Policy Consulting Associates	Municipal Services Review for the Cities of Agoura Hills, Calabasas, Hidden Hills, and Westlake Village	Contract	\$108,990	All work under this contract is completed. The Commission awarded the contract on 06/12/19, and the contract is one-time cost. The Cities of Agoura Hills and Calabasas, as well as Supervisor Kuehl's Office, provided funding in the amount of \$75,000 to offset the consulting costs; the remaining consultant costs were expended as authorized in LAFCO's FY 2019-20 Budget.
RSG, Inc.	Municipal Services Review for the Cities of La Mirada and Whittier	Contract	\$48,000	Work under this contract is nearing completion. The Commission awarded the contract on 06/12/19; contract is one-time cost. Consultant costs were expended as authorized in LAFCO's FY 2019-20 Budget.
RSG, Inc.	Municipal Services Review for the Cities of the Consolidated Fire Protection District for the County of Los Angeles	Contract	\$108,656	All work under this contract is completed. The Commission awarded the contract on November 13, 2019, and the contract is a one-time cost. The City of Vernon provided \$75,000 in funding to offset the cost of the MSR/SOI Update. The remaining consultant costs were expended as authorized in LAFCO's FY 2019-20 Budget.
<i>Contracts added since last update (January 8, 2020)</i>				
Total Compensation Systems, Inc.	Actuarial Valuation Report	Contract	\$2,600	Work under this contract is nearing completion. The Government Accounting Standards Board (GASB) requires LAFCO to prepare a valuation every three (3) years. Consistent with Section 2 of the Procurement and Reporting Policy adopted by the Commission in 2019, ("Delegated Authority" for contracts which do not exceed \$10,000), the Executive Officer and Total Compensation Systems Inc's president executed the contract on October 28, 2020.