

Procurement and Reporting Policy Annual Report for 2021
January 12, 2022

<i>Contracts in place prior to Calendar Year 2021</i>				
Provider	Service/Product	Status	Annual Cost	Comment(s)
County Counsel	Legal services	No contract	\$91,705	LAFCO has used County Counsel for legal services for decades. 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. This report reflects the annual costs for FY 2020-2021 (July 1, 2020 through June 30, 2021).
Eide Bailly (Formerly Platinum Consulting Group (PCG))	Accounting, Budgeting, and Bookkeeping	No contract	\$20,000	Eide Bailly purchased PCG and absorbed its staff. Like PCG, Eide Bailly 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. Eide Bailly offers a range of services (accounting, bookkeeping, and budgeting) suited to LAFCO's needs.
Joint Powers Risk and Insurance Management Authority (JPRIMA)	Property/Liability Insurance	Policy is renewed annually	\$18,693	In 2020, staff solicited bids from JPRIMA and SDRMA. JPRIMA was the responsive bidder with the lower price; 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	\$8,127	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. No other available insurance provider provides LAFCO with the same level of coverage for equivalent premiums.
Davis Farr LLP	Annual Audit Services	Contract	\$7,850	Commission awarded a contract for auditing services with Davis Farr on 1/13/2021 through a competitive RFP process involving five LAFCOs (Imperial, Los Angeles, Orange, Riverside, and San Bernardino) to secure lower bids and cost-savings. The contract includes FYs 2020-21 through 2023-2024 with an option to extend one year.
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.
GE Capital Information Technologies Solutions, LLC	Konica/Minolta Photocopier	Lease	\$4,600	Although the term of the lease has expired, services have continued on a month-to-month basis at rates established in the original contract from 2016.
AT&T	Cell Phones & Tablet	Agreement	\$3,600	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. Any time a device is upgraded, a new contract is entered into with AT&T for a term of approximately two years. Current contracts are set to expire in October of 2023.
Tropical Interior Plants	Plant Maintenance Services	No contract	\$1,500	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.
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.
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. LAFCO 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.

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)	Retiree Medical/Dental Insurance Benefits Administration	Memorandum of Understanding (MOU)	N/A (See Comments)	The Commission approved the MOU with LACERA on 11/15/2007; the MOU has no expiration date. Employees were enrolled in LACERA at the time of LAFCO's separation from L.A. County in 2001. Employer and employee contribution rates vary by employee. No alternate vendor provides LAFCO with comparable pensions for equivalent employer and employee contributions.

LA LAFCO Professional Services Agreements Summary Annual Report for 2021 (continued)
January 12, 2022

<i>Contracts added or amended since last update (January 8, 2020)</i>				
Provider	Service/Product	Status	Annual Cost	Comment(s)
TRPF 80 SOUTH LAKE AVENUE LP	Office Lease	Lease	\$118,611	The Commission approved a lease extension on June 9, 2021; the lease extension will expire on 02/28/2027. The approved lease includes annual scheduled rent increases of approximately three-percent (3%).
Yvonne Green	CPA	Agreement	~\$4,200	Yvonne Green has been providing accounting services to LAFCO for approximately four years as a contract staff for Platinum Consulting Group (PCG). When PCG was absorbed by Eide Bailly, LAFCO hired Ms. Green directly, at a lower hourly rate. Ms. Green processes bill payments and reconciles LAFCO's bank statements. She works closely with Staff and Eide Bailly.
Total Compensation Systems, Inc. (TCS)	Actuarial Valuation Report	Contract	\$2,600	Work 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 ("Delegated Authority," contracts of \$10,000 or less), the EO and TCS Inc's president executed the contract on October 28, 2020. For the 2021 FY, TCS will be preparing an update to the FY 2020 valuation.
Canon Solutions America	Canon Photocopier	Lease	\$2,148	On November 10, 2021, the Commission authorized the Executive Officer to enter into a lease agreement for photocopying services. Negotiations have commenced, and the lease agreement is currently under review by legal counsel.
Quadient (Formerly Neopost)	Postage Meter	Lease	\$2,051	After evaluating alternative three bids, and consistent with Section 2 of the Procurement and Reporting Policy ("Delegated Authority," contracts of \$10,000 or less), the Executive Officer executed a lease renewal, effective January 2022, for a period of five years.