

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: December 11, 2012

CAO File No. 0220-03695-0133

Council File No. 11-1256

Council District: All

To: The Mayor
The Council

From: Miguel A. Santana, City Administrative Officer



Reference: Transmittal from the Mayor dated November 28, 2012; referred for report December 6, 2012

Subject: **FISCAL YEAR 2011 URBAN AREAS SECURITY INITIATIVE GRANT –
CONTRACTING AUTHORITY FOR MAYOR'S OFFICE**

SUMMARY

The Mayor's Office of Homeland Security and Public Safety (Mayor's Office) requests authority to contract with Ironroad USA, Inc. (Ironroad) to design a website and mobile application for the 2013 National Homeland Security Conference. Funding for the contract will be provided by the U.S. Department of Homeland Security Fiscal Year 2011 Urban Areas Security (FY 11 UASI) grant.

The National Homeland Security Conference is an annual meeting of homeland security professionals from all levels of government: local, state, and federal. The National Homeland Security Association selected Los Angeles and the Los Angeles-Long Beach Urban Area to host the 2013 National Homeland Security Conference. The conference will be held at the Westin Bonaventure Hotel in Downtown Los Angeles on June 4 – 7, 2013, with expected attendance of 2,000 participants.

The Mayor's Office will launch a new website and develop a mobile application for the 2013 National Homeland Security Conference to promote and market the conference, as well as provide updates to participants. According to the Mayor's Office, it initially requested assistance from the Information Technology Agency (ITA) to conduct the proposed work. ITA, however, indicated that it did not have the available resources to complete the work within the specified time frame. As such, the Mayor's Office conducted an informal procurement process, received proposals from three vendors, and selected Ironroad to complete the proposed scope of work.

Funding for the proposed contract will be provided through the FY 11 UASI grant in the amount of \$15,000. The City Council approved acceptance of the FY 11 UASI grant on June 6, 2012 in the amount of \$58,035,381 (C.F. 11-1256). The FY 11 UASI grant provides the Mayor's Office \$250,000 for contract and consultant services. It should be noted that the transmittal from the Mayor's Office dated April 18, 2012 to accept the FY11 UASI award indicated that the \$250,000 budgeted for contract and consultant services would be utilized to contract with a Certified Public Accounting firm to conduct an audit (\$245,000) and to fund the Bureau of Contract Administration for monitoring services (\$5,000). The Mayor's Office proposes to utilize a portion of the funds allocated for the audit to fund the \$15,000 contract with Ironroad to design the website and develop a mobile application for 2013 National Homeland Security Conference.

RECOMMENDATION

That the Council authorize the Mayor, or his designee, to negotiate and execute a contract with Ironroad to design the website and mobile application for the 2013 National Homeland Security Conference, for a term of up to nine months in an amount not to exceed \$15,000, to be funded from the Fiscal Year 2011 Urban Areas Security Initiative grant, subject to the approval of the City Attorney as to form and legality.

FISCAL IMPACT STATEMENT

There is no General Fund impact. Funding in the amount of \$15,000 will be provided through the Fiscal Year 2011 Urban Areas Security Initiative grant. The recommendations in this report are consistent with the City's Financial Policies in that sufficient one-time grant funds will be used to support this one-time expenditure.

MAS:MBC:04130060