



RESOLUTION NO. _____

BOARD LETTER APPROVAL

Tracey K. Pierce
Tracey K. Pierce (Dec 19, 2024 08:44 PST)

TRACEY K. PIERCE
Chief People Officer
Joint System

Quinones

JANISSE QUIÑONES
Chief Executive Officer and Chief Engineer

DATE: December 18, 2024

SUBJECT: Agreement No. 47866 for Human Resources Continuous Business Improvement Services with Galaxy Consulting, LLC

SUMMARY

The proposed award of Agreement No. 47866 (Agreement) with Galaxy Consulting, Inc. is to provide Human Resources (HR) Continuous Business Improvement Services for a term of one year, with two one-year renewal options, for an amount not to exceed \$750,000. This Agreement is the result of a Request for Single Source Proposal No. 90819.

City Council Approval is not required.

RECOMMENDATION

It is recommended that the Board of Water and Power Commissioners adopt the attached Resolution authorizing the award of this Agreement to Galaxy Consulting, LLC (Consultant).

ALTERNATIVES CONSIDERED

The alternative is to solicit a competitive Request for Proposal (RFP) for these services. However, this approach is not practicable or advantageous as the entire RFP process typically takes six to nine months, at a minimum, and these services must begin very quickly to ensure that any necessary business process changes are identified and worked through quickly to be implemented with the new Workday Enterprise Resource Planning (ERP) system.

FINANCIAL INFORMATION

The Agreement is for a term of one year, with two one-year renewal options, for an amount not to exceed \$750,000. This item is not covered in the HR FY24-25 budget; however, it will be funded under the Corporate Performance Organization's budget.

	Original Year	Option Year 1	Option Year 2	Total Contract Estimate
Professional Services	\$ 250,000	\$ 250,000	\$ 250,000	\$ 750,000
Total	\$ 250,000	\$ 250,000	\$ 250,000	\$ 750,000

BACKGROUND

The Los Angeles Department of Water and Power (LADWP) is the largest municipal water and power utility in the nation, having served Los Angeles for over 100 years. The Department provides reliable, safe water, and electricity to 4 million residents and businesses. Currently, the Department is at a critical junction of implementing a new ERP system, Workday, which is anticipated to go live by July 1, 2025. The new system will serve as a single source of information for critical HR, payroll, financial and supply chain information data and will replace LADWP's core business information software applications that are obsolete and no longer supported. In addition, the new system will provide transparent, accurate, and timely data to make decisions in a way that serves both internal and external clients. As HR is a key component of Workday, the Department is in need of an external subject matter expert in both HR processes and systems to conduct a comprehensive review of our business processes and serve as a crucial liaison between functional groups to identify bottlenecks, streamline operations, uncover opportunities for enhancing efficiency and the employee experience, and assist with Workday implementation.

The Consultant, which has no prior contract history with LADWP other than the PO (described below), was selected as a single source for their unique experience and specialized skillset in both HR business processes and systems and ability to perform these services within the tight timeframe for the ERP system implementation. The Consultant has over 25 years of experience that spans multiple industries in non-profit universities, healthcare, and hospice/assisted living environments, the public sector in the states of California and New York, and the private sector with Fortune 500 clients in Technology – Semiconductor, Energy – Solar Power, Oil and Gas, Mining, Retail, Pharmaceuticals, Cable and Media & Publications. Lucy has worked on project assignments throughout the United States, North America, Europe, and Asia.

The Consultant's services with ERP system implementations include extensive project management, process analysis, and instructional systems design experience. The Consultant works on complex HR and manufacturing projects from inception to implementation. Their experience and skills include partnering and collaborating on

large-scale and global ERP HR system implementations (Workday, SAP, PeopleSoft, ADP, Lawson, UltiPro, Paylocity) supporting these teams with creating and managing project plans, process re-engineering and workflow mapping, change management support (HR subject matter expert, gap analysis, role mapping, training material design, development, instruction, and post-go-live support), and as an HR business liaison with IT supporting system user acceptance testing, data migration comparisons, and employee systems security assignment profile creation.

With the ERP implementation already delayed by 6 months and rollout planned by July 2025, the Department risks incurring additional costs and operational inefficiencies if a thorough review of current business process is not conducted to identify necessary improvements. Without this comprehensive assessment, the new system could embed outdated processes, duplicating existing inefficiencies rather than solving them. This oversight could lead to costly post-implementation adjustments and reduced productivity, and hinder user adoption. Ensuring alignment between current process and Workday's capability is essential to maximizing the return on investment and achieving a seamless transition to the new ERP system.

To meet the July 2025 deadline, LADWP issued Purchase Order No. 49769-5 (PO), under the General Manager's authority, for a term of one year and an amount not to exceed \$150,000. Upon Board approval of the Agreement, the PO will be terminated, and any remaining funds or time will be deducted from the Agreement.

ENVIRONMENTAL DETERMINATION

Determine item is exempt pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15060(c)(3). In accordance with this section, an activity is not subject to CEQA if it does not meet the definition of a project. Section 15378(b)(5) states that organizational or administrative activities that will not result in direct or indirect physical changes in the environment do not meet that definition. Therefore, the award of a contract for professional HR Continuous Business Improvement Services is not subject to CEQA

CITY ATTORNEY

The Office of the City Attorney reviewed and approved the Agreement and Resolution as to form and legality.

ATTACHMENTS

- Procurement Summary
- Resolution
- Agreement

PROCUREMENT SUMMARY

1.	Recommended Vendor(s): Galaxy Consulting, LLC
2.	Procurement Type: Single Source
3.	Procurement Details: A. Contract Status: New B. Bid Advertisement Date: N/A C. Pre-Bid Conference Date: N/A D. Proposal Due Date: N/A E. Number of Downloads of Solicitation: N/A F. Number of Proposals Received: N/A G. Protest Received: No
4.	Buyer Assigned: Joelle Morisseau-Phillips
5.	Contract Administrator: Aurora Mutuc
6.	LADWP System/Division: Joint/Human Resources Division
7.	Contact Person for Item: Tracey Pierce

A. Evaluation Rating Summary of Proposals

Not applicable to the Agreement as this is a single source contract.

B. Evaluation of Proposal

LADWP issued Request for Single-Source Proposal (RSSP) No. 90730 for Human Resources Continuous Business Improvement Services. Prices were determined to be fair and reasonable based on a comparison to the cost estimate.

Supply Chain Services' (SCS) Vendor Authentication Unit performed a review of Galaxy Consulting, LLC. (Galaxy) No negative findings were discovered. Consultant meets the appropriate standards

C. Procurement History

Service/Item History – Number of Times Item or Service has been Procured					
Contract/ PO No.	Contractor	Term of Contract	Start Date	Ending Date	Contract Amount
N/A					

Vendor Experience – Number of Contracts Vendor had with LADWP During the Past 5 Years					
Contract/ PO No.	Contract Description	Term of Contract	Start Date	Ending Date	Contract Amount
N/A					

There is no vendor history. This and the PO are Galaxy's first contracts with LADWP.

D. Local Business Preference Program (LBPP)

LBPP was not applicable to the Agreement as this is a single source contract.

E. Additional Outreach Efforts Taken

No additional outreach was performed as this is a single source solicitation.

F. Small Business Enterprises (SBE)/Disabled Veterans Business Enterprises (DVBE)/Minority Business Enterprises (MBE)/Women Business Enterprises (WBE)/Other Business Enterprises (OBE) Participation

SBE/DVBE was not applicable to the Agreement as this is single source contract. However, Galaxy Consulting was encouraged to utilize SBE, DVBE, MBE, WBE, and other firms where feasible.