



RESOLUTION NO. _____

BOARD LETTER APPROVAL

Tracey K. Pierce

Tracey K. Pierce (Dec 19, 2024 08:22 PST)

TRACEY K. PIERCE

Chief People Officer
Joint System

A handwritten signature in black ink, appearing to read 'Janisse Quiñones', is positioned above the name of the Chief Executive Officer.

JANISSE QUIÑONES

Chief Executive Officer and Chief Engineer

DATE: December 16, 2024

SUBJECT: Agreement No. 47865 for Enterprise Resource Planning
System Services with ApTask Global Workforce LLC

SUMMARY

The proposed award of Agreement No. 47865 (Agreement) with ApTask Global Workforce LLC (ApTask) is to provide comprehensive Enterprise Resource Planning (ERP) System Services for a term of one year, with one one-year renewal option, for an amount not to exceed \$2,000,000. This Agreement is the result of a Request for Sole/Single Source Proposal No. 90825.

Given the urgency of the Workday rollout and highly sensitive information stored in Workday, the Department needs consulting services on an as-needed basis in critical areas such as ERP system integration, security, reporting, change management, and Workday solutions to enhance operational efficiency and ensure data integrity for a successful Workday implementation.

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 ApTask.

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 a smooth, timely, and successful ERP system implementation.

FINANCIAL INFORMATION

The Agreement is for a term of one year, with one one-year renewal option, for an amount not to exceed \$2,000,000. This item is not covered in the Human Resources' FY24-25 budget; however, it will be funded under the Corporate Performance Organization's budget.

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

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 human resources, 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.

ApTask will assist LADWP with Workday implementation by providing temporary staffing to augment gaps and roles not currently filled by the Workday team. The project implementation has already been delayed by six months, largely due to the absence of LADWP readiness. ApTask will allow LADWP to identify key roles in systems integration, knowledge transfer, and training to ensure the LADWP teams using this tool are fully knowledgeable of the Workday product. The advantage of working with ApTask includes the flexibility to identify gaps and fill them timely as they arise. Hiring for these interim roles would take valuable time away from an already tight implementation timeline.

To meet the anticipated timeline, LADWP issued Purchase Order (PO) No. 49768-5, 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 funds or time used under the PO will be deducted from the funds and term of the Agreement.

ApTask, which has no prior contract with LADWP, was selected as a single source due to the time constraints for the ERP system implementation and their unique experience and specialized skillset particularly with ERP and Workday systems. The Consultant has over 14 years of experience in delivering talent solutions and staffing services across diverse industries, including IT, finance, healthcare, and engineering. They offer global support throughout the United States, Canada, Latin America, Asia Pacific, Western Europe, and South Africa. Their clients range from large scale to emerging companies, including KPMG, Microsoft, Eaton, Lumen, Morgan Stanley, JPMorgan Chase & Co., Genentech, AMGEN, Cognizant, and Hexaware.

ApTask specializes in talent acquisition for both contract and permanent roles, helping businesses address skill shortages and manage seasonal demands. Their expertise spans across critical areas including security, reporting, ERP systems integration, change management, and Workday solutions. They provide consulting and project-based services, in areas such as ERP implementations, cloud technologies, and digital transportation projects.

The company's track record includes successfully integrating an ERP system for a global manufacturing company leading to a 25% increase in operational efficiency, and a 20% reduction in overhead costs. Additionally, they implemented a secure authentication system for a financial institute reducing unauthorized access incidents by 40%; They also facilitated a smooth transition to a new ERP platform for a mid-sized business, providing ongoing support that improved user adoption rates by 50%.

ApTask's services for this proposed contract with LADWP will specifically focus on providing configuration updates, system maintenance, security review, training, and other services leading up to go-live and post go-live activities. Further delays on acquiring these needed services will put the Department at risk of not meeting the current ERP implementation timeline and compromise efforts for a seamless transition.

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, entering into an agreement with ApTask for ERP System 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): ApTask Global Workforce LLC (ApTask)
2.	Procurement Type: Request for Sole/Single Source Proposal (RSSP)
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: Jose Carlos
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 this Agreement as it is a sole/single source contract.

B. Evaluation of Bid/Proposal

LADWP issued RSSP No. 90825 for Enterprise Resource Planning (ERP) System Services. ApTask's fees are competitive and reflect a lower hourly rate than those currently paid by the Department to contractors and consultants working on the Workday implementation.

Supply Chain Services' Vendor Authentication Unit performed a review of ApTask. 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 is ApTask's first contract 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, ApTask was encouraged to utilize SBE, DVBE, MBE, WBE, and other firms where feasible.