



## LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK

DEAN C. LOGAN

Registrar-Recorder/County Clerk

September 20, 2022

TO: Supervisor Holly J. Mitchell, Chair  
Supervisor Hilda L. Solis  
Supervisor Sheila Kuehl  
Supervisor Janice Hahn  
Supervisor Kathryn Barger

Fesia Davenport, Chief Executive Officer

FROM: Dean C. Logan,  Registrar-Recorder/County Clerk

### **NOTICE OF INTENT TO ISSUE WORK ORDER #22-015 EXCEEDING \$300,000 UNDER THE AS-NEEDED VOTING SOLUTIONS FOR ALL PEOPLE (VSAP) ENHANCEMENTS AND SUPPORT SERVICES MASTER AGREEMENT (VESSMA) – ELECTION SUPPORT SERVICES, ELECTION SERVICE MANAGEMENT PLATFORM SUPPORT SERVICES - CATEGORY 6B**

This is to inform your Board of the Registrar-Recorder/County Clerk's (RR/CC) intent to execute Work Order #22-015 under VESSMA Category 6 Election Support Services, Subcategory B - Election Service Management Platform Support Services with Ivanti for an amount not to exceed \$462,280 to support the November 8, 2022 Statewide Direct General Election.

### **BACKGROUND**

On March 1, 2022, your Board approved VESSMA, which utilizes a competitive bid structure to engage approved vendors to provide critical election support services in the areas of operations management, network support, load testing, cybersecurity, tally enhancements, education and outreach, and other election support services. In accordance with VESSMA Section 6.0, a Board notice is required for Work Orders exceeding \$300,000.

### **SCOPE OF WORK**

The Contractor will provide support, system maintenance and enhancements to the County's Cherwell Service Management Incident Management and Chain of Custody platform (Cherwell), to support the November 8, 2022 election. Cherwell is used to respond to unplanned events or service interruptions during elections and restoring services to its operational state.

### **JUSTIFICATION**

The RR/CC requires custom development, bug fixes, enhancements and system maintenance to manage, operate and support the Cherwell Incident Management System. The RR/CC also requires system, user reference documentation and procedures to the Cherwell Incident Management System and an on-site election consultant to provide operations support to County call centers and resolve system issues and malfunction during the 11-day voting period.

### **FISCAL IMPACT**

Funding for election deployment is part of the RR/CC Fiscal Year 2022-2023 approved budget. No additional Net County Cost is required.

### **NOTIFICATION TIMELINE**

Consistent with VESSMA policies and procedures, we are informing your Board of our intention to execute the above-mentioned Work Order #22-015. If no objection is received from your Board in ten (10) business days, we will proceed with execution of Work Order #22-015.

If you have any questions or need additional information, please contact me at (562) 462-2716 or your staff may contact Albert Navas, Assistant Registrar-Recorder/County Clerk at [anavas@rrcc.lacounty.gov](mailto:anavas@rrcc.lacounty.gov).

DCL:JG:AN  
NH:VW:ca

c: Chief Executive Office  
Executive Officer, Board of Supervisors  
County Counsel