

CITY OF LOS ANGELES

DEPARTMENT OF BUILDING AND SAFETY

Bench Information Technology Services

Task Order Solicitation Form

CITY OF LOS ANGELES

CALIFORNIA

BOARD OF
BUILDING AND SAFETY
COMMISSIONERS

JACOB STEVENS
PRESIDENT

NANCY YAP
VICE PRESIDENT

CORISSA HERNANDEZ
JAVIER NUNEZ
MOISES ROSALES



KAREN BASS
MAYOR

DEPARTMENT OF
BUILDING AND SAFETY
201 NORTH FIGUEROA STREET
LOS ANGELES, CA 90012

OSAMA YOUNAN, P.E.
GENERAL MANAGER
SUPERINTENDENT OF BUILDING

JOHN WEIGHT
EXECUTIVE OFFICER

January 23, 2026

To All Contractors on "LADBS Bench IT Contract" List for Service Category 1, System Development, Implementation, and Programming:

The Los Angeles Department of Building and Safety (LADBS) is issuing the attached Task Order Solicitation (TOS) for System Development, Implementation, and Programming for one (1) Programmer Analyst to assist the Department in the design, development, implementation, and enhancement of various application development projects using Oracle / SQL server databases.

If you intend to submit a proposal in response to the attached Task Order Solicitation, you are required to notify LADBS via email to ladsb.contracts@lacity.org by January 28, 2026. Responses to this TOS are due no later than 12:00 PM (Pacific) on February 4, 2026 and must be submitted via email to ladsb.contracts@lacity.org and Jeanne.ly@lacity.org.

Should you have any questions related to the specific qualifications, milestones, duties and responsibilities of this TOS, please contact the Project Manager, Jeanne Ly, via email at Jeanne.ly@lacity.org.

Sincerely,

Tiffany Baltazar
Contract Administrator

Attachments:
Task Order Solicitation 2026ITB002

TABLE OF CONTENTS

SECTION 1.	TASK ORDER DESCRIPTION	1
SECTION 2.	TASK ORDER SOLICITATION FORM	1
2.1	INTRODUCTION	1
2.2	TASK ORDER SOLICITATION (TOS).....	1
2.3	STATEMENT OF WORK	2
2.4	WORK PRODUCTS AND OUTCOMES	3
2.5	PROJECT SCHEDULE	4
2.6	SCOPE EXCLUSIONS	4
2.7	ASSIGNMENT STAFFING	4
2.8	PERFORMANCE SPECIFICATIONS	4
2.9	TASK ORDER COSTS	5
2.10	EVALUATION CRITERIA.....	5
2.11	NO DEBRIEFS TO PROPOSERS	6
2.12	REPORTING	6
2.13	ACCEPTANCE CRITERIA	6
2.14	CHANGE ORDER PROCESS	6
2.15	LADBS APPROVALS	7

SECTION 1. TASK ORDER DESCRIPTION

Task Orders are intended to provide LADBS with immediate support to meet short-term Information Technology (IT) service needs in the Service Categories identified in Appendix 1 – Scope of Work of the Contract. Task Orders will be either Firm Fixed Price (FFP) or Time & Materials (T&M) in structure, with durations not exceeding one (1) year. Task Orders will not be used for ongoing services.

SECTION 2. TASK ORDER SOLICITATION FORM

2.1 Introduction

This Task Order is issued under the Amended and Restated contracts for Bench IT Services (Contracts C-140047-1, C-140048-1, C-140049-1, C-140051-1, C-140052-1, C-140053-1, C-140054-1, C-140055-1, C-140057-1, C-140059-1, C-140060-1, and C-140061-1, hereinafter referred to collectively as “Contract”). The provision of services under this Task Order is governed by the terms and conditions of the Contract. The duration of this Task Order shall not exceed the Performance Period, along with specified start and completion dates, as noted in Section 2.2. The Task order shall produce defined work product(s) as described in Sections 2.3 and 2.4.

The term “Contractor” when used below shall refer to the Contractor awarded the Bench IT Services Contract who is submitting a response to this Task Order.

2.2 Task Order Solicitation (TOS)

TOS No.	2026ITB002
Notice of Intent to Submit Deadline:	No later than January 28, 2026
TOS Submission Deadline:	No later than 12:00 p.m. (Pacific) February 4, 2026
LADBS TO Project Manager:	Jeanne Ly
Submit TO Responses to:	1) Jeanne.ly@lacity.org 2) ladbs.contracts@lacity.org
Performance Period	Estimated Start Date*: <u>02/21/2026</u> Estimated Completion Date: <u>12/31/2026</u> Performance Period: <u>10</u> months *The proposed Candidate(s) must be available on the estimated start date listed above.
Worksite Location:	Remote
Service Category:	1. System Development, Implementation, and Programming
Job Title & Proficiency	(1) Programmer Analyst Intermediate
Project Goals and Objectives:	Assist the Department in the design, development, and contribution to various application development projects using Oracle / SQL Server databases.
Project Approach & Methodology:	N/A

Task List:	<p>The Programmer Analyst will assist with a variety of application development projects, including the following:</p> <ol style="list-style-type: none"> 1. Database stored procedures, packages, and functions for Electronic Plan Check (ePlanLA), BuildLA, PCIS (Plan Check and Inspection System), LA City Permitting System (LACPS). 2. Database stored procedures, packages, and functions for Universal Cashiering / Interchange and Financial Services application including Advance Payment and Inter-Departmental Order modules. 3. Database stored procedures, packages, and functions for Human Resources and Payment (HRP) System. 4. Database stored procedures, packages, and functions for Online Payment applications and all other applications assigned.
TO Submission Documents	<ul style="list-style-type: none"> • Resume of Programmer Analyst candidate • Three (3) References with names and contact info • Exhibit 1 – Task Order Pricing

All TOS Responses to this Task Order shall be in electronic format: .pdf, .docx, and/or .xlsx, as appropriate. If your response is not submitted to all email addresses listed above by the deadline requested, your response will not be considered.

2.3 Statement of Work

The Application Services Division of the Technology Services Bureau solicits candidates for one (1) Programmer Analyst position to work full-time for up to 10 months with the LADBS's development team, and assist the City of Los Angeles in the design, development and contribution to the following application development projects using Oracle / SQL Server databases:

1. Database stored procedures, packages, and functions for the Electronic Plan Check (ePlanLA), BuildLA, and PCIS (Plan Check and Inspection System) systems, LACPS (LA City Permitting System);
2. Database stored procedures, packages, and functions for Universal Cashiering/Interchange and Financial Services application, including Advance Payment and Inter-Departmental Order modules;
3. Database stored procedures, packages, and functions for the Human Resources and Payment (HRP) System;
4. Database stored procedures, packages, and functions for Online Payment applications and all other applications assigned

The ePlanLA application allows customers to submit plans and make payments online. Currently, customers must produce multiple copies of their plans and courier them to multiple departments for processing. The implementation of ePlanLA seeks to reduce both the cost of producing paper plans and the time required to deliver them to the departments.

The Universal Cashiering (UC) system is part of the Mayor's and City Council's vision to unify, standardize, and streamline all cashiering transactions in the City under one cashiering system, eliminating duplicate efforts and infrastructures. The new cashiering system will enhance accountability and internal controls for cash receiving, receipting and processing services in the City's Development Services Centers and other City departments with cashiering operations.

The HRP System (Workday) is the City's software solution for the new Citywide human capital management and payroll management system. The system will replace eHRMS and eTime, LADBS homegrown systems for human resources and timekeeping/payroll.

Online Payments allows customers to pay for their transactions online with a credit or eCheck. This has become a key resource for our customers. This developer will work on the design, development, implementation, enhancement and production maintenance of expansion of the Online Payments capability to handle payments from more online applications and application types.

The Los Angeles City Permitting System (LACPS) provides online access to Department of Building and Safety services, including permitting, plan review, inspections, enforcement, property records, and licensing. Its goal is to replace aging systems such as PCIS while supporting the Mayor's and City Council's vision of a unified and streamlined development process across the city.

Proposed candidates must be available at the estimated starting date listed in Section 2.2.

This position is for remote work.

2.4 Work Products and Outcomes

The Programmer Analyst shall meet the following key high-level work products and outcomes as identified by LADBS:

1. Develop database stored procedures, functions, and packages using PL/SQL.
2. Provide technical expertise and application development assistance in the design, development, testing and contribution of the ePlanLA, BuildLA, PCIS, LACPS, Universal Cashiering System, Financial Services application, Human Resources and Payment System, and Online Payment applications.
3. Provide updates on project status and any problems encountered.
4. Develop the systems in accordance with accepted LADBS and industry standards.
5. Fully document all program code.
6. Coordinate and effectively interact with the application developers on the project team and all LADBS staff.
7. Ensure the timely submission of all programming and development assignments.

8. Ensure information security standards are implemented and enforced to maintain the integrity of the cashiering systems' infrastructure and data.
9. Assist as needed in the planning, design, development and implementation of redundancy and disaster recovery measures.
10. Provide quality assurance through all phases of the development lifecycle.
11. Develop user training materials and project documentation.
12. Develop and deliver presentations and reports defining project progress, problems and solutions.
13. Address user questions by email, phone, and messaging.
14. Provide production support in mission critical applications in accordance to skill set stated below.
15. Other tasks as identified by LADBS.

2.5 Project Schedule

The needs of LADBS for the Contractor are expected to last 10 months. Candidates must be available for the entire duration of the performance period.

2.6 Scope Exclusions

Any activities not supporting the outcomes noted in Section 2.3 or Section 2.4 are considered "out of scope" for this Task Order.

2.7 Assignment Staffing

N/A

2.8 Performance Specifications

Performance of the Programmer Analyst will be monitored by LADBS management. Feedback on performance will be conducted via email and Google meetings.

The qualified candidate must possess the following skills and 5+ years of experience in the following areas:

- Intermediate knowledge of Oracle PL/SQL and SQL including tuning, debugging, complex SQL queries, stored procedures, packages, functions and cursors
- Working with Oracle 11g and Oracle 19c.
- Working with SQL Server 2016 and 2025.
- Working with MS Team Foundation Server, version control.
- Efficient and effective management of resources.
- Implementing information security standards.
- Implementing software development best practices.
- Strong analysis and design skills.
- Hands-on experience with Mongo DB and GitHub a plus.
- The entire Software Development Life Cycle: planning, tracking, design, development, successful implementation, testing, documentation and installation of point-of-sale or financial management systems.
- Strong project management, analysis and organizational skills.

2.9 Task Order Costs

No pricing information shall be included in the Contractor's TOS Response document. All Task Order pricing shall be provided separately using Exhibit 1 – Task Order Pricing Template.

Time & Materials

This Task Order is requested on a Time & Materials (T&M) basis. Contractor shall provide the number of hours by job classification and proficiency level per the hourly labor rates established in Appendix 3 of the Contract. The only allowed deviations are in the event a job classification was not included in the Contract, or if the Contractor is proposing rates which are lower than noted in the Contract.

In situations where the Contractor fails to meet committed project specifications, delivery date or other conditions under this Task Order, the Contractor shall be considered in default of the Contract as in accordance with Attachment 1, Standard Provisions for City Contracts (Rev. 1/25 [v.2]), PSC-9 Termination.

2.10 Evaluation Criteria

LADBS will review the resumes provided in the TOS Responses received and select up to four of the most qualified candidates to be interviewed based on the criteria below.

- Knowledge and experience in the development of SQL queries, stored procedures, functions and packages
- Knowledge and experience with Oracle and SQL Server Databases
- Experience working with government agencies

The most qualified candidates will then be interviewed and scored based on the criteria listed below. All candidates submitted as part of the TOS Response shall be available for an interview when requested by LADBS. Tentatively, interviews will be scheduled on 2/5/2026 – 2/11/2026. Interviews are held virtually and all candidates are required to be on camera. The selected candidate(s) must be available to start work on the estimated start date listed in section 2.2.

Evaluation Criteria	Points
Knowledge and experience with Oracle database	30
Knowledge and experience with complex SQL queries, stored procedures, functions and packages	40
Knowledge and experience with MongoDB database	10
Cost	10

Qualification based on a review of the Resume	10
Total	100

2.11 No Debriefs to Proposers

As stated in Section 5.5 of the RFP, the City issues award and non-award decisions to all Proposers, and does not otherwise provide debriefs of the evaluation of their respective Responses.

2.12 Reporting

Contractor shall provide weekly and monthly status reports in electronic format. These reports should accurately depict the progress of projects, outstanding support issues, and inform management of any upcoming risk.

Contractor shall schedule and facilitate status meetings per the schedule identified in Section 2.5. Status meetings shall be scheduled and agendas distributed by Contractor at least two (2) business days in advance of the meeting. Status meetings shall include a review of the status of all identified work products from Section 2.4, as well as any risks to maintaining the committed project schedule and any delivery concerns (e.g. failure to meet the Performance Specifications identified in Section 2.8).

2.13 Acceptance Criteria

LADBS management will provide feedback and accept the status reports from the Contractor.


2.14 Change Order Process

Any changes to this Task Order must be documented in writing through the Change Orders process as described in Section 7.5 of the Contract. Approvers for any requested changes to Task Order Agreements shall be based on the approvers identified in Section 2.2 of this Task Order, and of the Contractor Task Order Response.

{TOS Continues on Next Page}

2.15 LADBS Approvals

Prepared By:



Jeanne Ly
LADBS TO Project Manager
Technology Services Bureau

01/22/2026
Date

Reviewed By:



Tiffany Baltazar
Sr. Management Analyst II
Contracts & Support Services Division

01/22/2026
Date

Funding Reviewed By:




Cheryl Hass
Dept. Chief Accountant IV
Financial Services Division

01/22/2026
Date

Funding Source:	48R
Appropriation:	08C401
Sys Dev Line Item:	7B (25%) / 7C (25%) / 7O (50%)


Approved By:



Greg Wilcox
Director of Systems
Technology Services Bureau

01/22/2026
Date

Approved By:



Ana Mae Yutan
Assistant General Manager
Resource Management Bureau

01/23/2026
Date