

**CITY OF LOS ANGELES**

**DEPARTMENT OF BUILDING AND SAFETY**

Bench Information Technology Services

Task Order Solicitation Form

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SUPERINTENDENT OF BUILDING

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EXECUTIVE OFFICER

February 4, 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 Revised Task Order Solicitation (TOS) for the System Development, Implementation, and Programming Service Category to provide two (2) Programmer Analysts to assist the City in the design, development, implementation, enhancement, and production maintenance of the Los Angeles City Permitting System (LACPS), Electronic Plan Check system (ePlanLA), AutoRes, Modifications, BuildLA, Online Payments, UCS, Invoice Tracking System, PermitLA, and all other MVC/.NET applications.

If you intend to submit a proposal in response to the attached Task Order Solicitation, you are required to notify LADBS via email to [ladbs.contracts@lacity.org](mailto:ladbs.contracts@lacity.org) by February 9, 2026. Responses to this TOS are due no later than 12:00 PM (Pacific) on February 17, 2026 and must be submitted via email to [ladbs.contracts@lacity.org](mailto:ladbs.contracts@lacity.org) and [Shannon.haas@lacity.org](mailto:Shannon.haas@lacity.org).

Should you have any questions related to the specific qualifications, milestones, duties and responsibilities of this TOS, please contact the Project Manager, Shannon Haas, via email at [Shannon.haas@lacity.org](mailto:Shannon.haas@lacity.org)

Sincerely,

Tiffany Baltazar  
Contract Administrator

Attachments:  
Task Order Solicitation 2026ITB001

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## 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)

<b>TOS No.</b>	2026ITB001
<b>Notice of Intent to Submit Deadline:</b>	No later than February 9, 2026
<b>TOS Submission Deadline:</b>	No later than 12:00 p.m. (Pacific) February 17, 2026
<b>LADBS TO Project Manager:</b>	Shannon Haas
<b>Submit TO Responses to:</b>	1) Shannon.haas@lacity.org 2) ladbs.contracts@lacity.org
<b>Performance Period</b>	Estimated Start Date*: <u>3/3/2026</u> Estimated Completion Date: <u>12/31/2026</u> Performance Period: <u>9</u> months  *The proposed candidate(s) must be available on the estimated start date listed above.
<b>Worksite Location:</b>	Remote
<b>Service Category:</b>	1. System Development, Implementation, and Programming
<b>Job Title &amp; Proficiency</b>	(2) Programmer Analyst Advanced
<b>Project Goals and Objectives:</b>	Assist the City in the design, development, implementation, enhancement, and production maintenance of the Los Angeles City Permitting System (LACPS), Electronic Plan Check system (ePlanLA), AutoRes, Modifications, BuildLA, Online Payments,

	UCS, Invoice Tracking System, PermitLA, and all other MVC/.NET applications.
<b>Project Approach &amp; Methodology:</b>	N/A
<b>Task List:</b>	<ul style="list-style-type: none"> <li>• Design, develop, implement, enhance, and maintain LADBS projects: including LACPS, ePlanLA, BuildLA, Online Payments, UCS, Invoice Tracking System, and all other MVC/.NET applications</li> <li>• Provide documentation of programming code</li> <li>• Develop the systems in accordance with accepted LADBS and industry standards</li> <li>• Maintain applications in the cloud</li> </ul>
<b>TO Submission Documents</b>	<ul style="list-style-type: none"> <li>• Resume of Programmer Analyst candidate</li> <li>• Three (3) References with names and contact info</li> <li>• Exhibit 1 – Task Order Pricing</li> </ul>

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

LADBS solicits for two contract Programmer Analysts to join the LADBS development team and assist the City in the design, development, implementation, enhancement and production maintenance of the Los Angeles City Permitting System (LACPS), Electronic Plan Check system (ePlanLA), AutoRes, Modifications, BuildLA, Online Payments, UCS, PermitLA, and all other MVC/.NET applications.

The LACPS provides online access to LADBS 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.

The PermitLA application allows registered users to obtain permits online for small projects that do not require plan check. The ePlanLA application allows customers to submit plans online for plan checks relating to permit applications. This application saves customers printing and courier costs. Additional functionality and expanded capabilities to ePlanLA will encourage the use of the application for more plan check and permit types by the customer base.

AutoRes is a customer portal for document requests, featuring both a customer-facing interface and an internal application for processing and tracking requests.

Modifications is a web application that focuses on the submission, payment, approval and overall tracking of Request for Modifications. A Modification Request is a request that seeks approval to deviate from the established building codes.

The BuildLA project is a citywide initiative that seeks to provide a web portal that allows customers access to online Development Services information, including electronic plan submittal and plan checking (ePlanLA), permitting services, inspection services, and online payments through integration with the Universal Cashiering System (UCS). A key component of BuildLA is its integration with the UCS, which will be utilized to accept and track online payments for LADBS and all relevant Development Services departments of the City of Los Angeles.

To support this effort, we require two Programmer Analysts with extensive C#.NET experience, specifically in web development using MVC 5 and Web API 2.0. LADBS does not have the staff with the specialized skill set necessary to proceed with these projects and integrations at this time.

The Fee Calculator is a web-based application used to calculate permit fees and fees for related services. It could be enhanced in the future to support the calculation of additional development services fees and be integrated into the BuildLA online development services applications, and citywide payment processing systems.

The Online Payment application allows customers to pay for transactions online with a credit or debit card. It has become a key resource for our customers and a vital source of revenue for LADBS. The Online Payment application integrates with various applications, including Modification, Licensing, Grading Report, and more, to receive payments online. The Programmer Analysts will support the design, development, implementation, enhancement, and production maintenance of expansion Online Payments capabilities to handle payments from additional online applications and application types.

The UCS strengthens 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 UCS addresses cashiering needs for Development Services Departments, for which LADBS handles over 300,000 annual transactions at eight City locations, generating approximately \$250 million in annual revenue.

The Invoice Tracking System is an online portal currently under development that will centralize vendor invoicing and standardize the payment workflow. This will create a more consistent tracking system and lead to a faster resolution of payment issues.

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**

Contractor shall meet the following key high-level work products and outcomes: (Note: this list is not exhaustive.)

1. Provide technical expertise and assistance in the design, development, implementation, enhancement and maintenance of ePlanLA, AutoRes, Modifications, BuildLA, Fee Calculator, Online Payments, UCS, Invoice Tracking System and all other .NET applications.
2. Provide technical expertise and assistance in the development, enhancement and maintenance of PermitLA (WebCenter) application.
3. Develop the applications in .NET framework.
4. Write Oracle PL/SQL functions and procedures.
5. Develop applications and modules in accordance with accepted LADBS and industry standards.
6. Fully document all program code.
7. Provide updates on project status and any problems encountered.
8. Provide project documentation and information, as needed.
9. Assist Application Services Division (ASD) staff in maintaining the applications following deployment through cutover to LADBS staff.
10. Meet deadlines during the project's lifecycle.
11. Provide user manuals and training materials as needed.
12. Ensure information security standards are implemented and enforced to maintain the integrity of the applications.
13. Create presentations, wireframes, prototypes and mockups.
14. Develop training materials and train LADBS staff to maintain the applications.
15. Coordinate and effectively interact with the application developers in ASD and all LADBS staff.
16. Address user questions by email, phone, and messaging.
17. Provide production support in mission critical applications in accordance to the skill set stated below.
18. Other tasks as identified by LADBS.

The needs of LADBS for the Contractors are expected to last 9 months. Candidates must be available for the entire duration of the performance period.

## **2.5 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.

## **2.6 Assignment Staffing**

N/A

## **2.7 Performance Specifications**

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

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

- Working with C# / .NET and at least 5 years specifically with MVC and/or REST-Web API
- Working with Oracle WebCenter
- Responsive design
- Extensive hands-on experience with HTML5, CSS, JSON, JQuery
- Proficient understanding of Object-Oriented Programming concepts
- Working with MS Team Foundation Server, MongoDB or Kafka a plus
- Working with Database – Oracle 11g, 19c, Oracle Stored Procedures and PL/SQL, MS SQL
- Entire Software Development Life Cycle: planning, tracking, design, development, successful implementation, testing, documentation and integration of .NET projects
- Proficiency in PL/SQL, Oracle 11g, 19c and Stored Procedures
- Excellent understanding of Object-Oriented Concepts
- Working with MS Active Directory integration
- Experience with identity management using Auth0

## 2.8 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.

## 2.9 Evaluation Criteria

LADBS will first review the TOS Responses received and select up to four (4) of the most qualified candidates to be interviewed based on the criteria below.

- Knowledge and experience with the C# / .NET Framework / MVC (minimum 5+ years of continuous experience)
- Knowledge and experience with Oracle WebCenter
- SQL queries, stored procedures, functions and packages
- Knowledge and experience with the JavaScript / JQuery
- Knowledge and experience with the HTML / Responsive design / IT Accessibility Section 508
- Experience with identity management using Auth0

- Experience working with government agencies

The most qualified candidates will 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 between 2/18/2026 – 2/20/2026. Interviews are held virtually and all candidates are required to be on camera. The selected candidate must be available to start work on the estimated start date listed in section 2.2.

<b>Evaluation Criteria</b>	<b>Points</b>
Knowledge and experience with C# / .NET Framework / MVC	50
Knowledge and experience with Oracle WebCenter	10
Knowledge and experience with SQL queries, stored procedures, functions and packages	10
Knowledge and experience with identity management using Auth0	10
Cost	10
Qualification based on a review of the Resume	10
<b>Total</b>	<b>100</b>

## **2.10 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.

## **2.11 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).

## **2.12 Acceptance Criteria**

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

### **2.13 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}***

2.14 LADBS Approvals

Prepared By:



Shannon Haas  
LADBS TO Project Manager  
Technology Services Bureau

02/02/2026  
Date

Reviewed By:



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

02/02/2026  
Date

Funding Reviewed By:



Cheryl Hass  
Dept. Chief Accountant IV  
Financial Services Division

02/03/2026  
Date

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

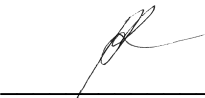
Approved By:



Greg Wilcox  
Director of Systems  
Technology Services Bureau

02/03/2026  
Date

Approved By:



Ana Mae Yutan  
Assistant General Manager  
Resource Management Bureau

02/03/2026  
Date