



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

October 19, 2020

Request for Proposals# 2020-010

Agenda Management System

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SECTION I – SUMMARY

The Bay Area Air Quality Management District (“Air District”) seeks proposals for an agenda management system to automate and streamline its current agenda preparation process. Through this Request for Proposals (“RFP”), the Air District seeks to identify and select a vendor with a proven record of accomplishment in the planning, implementation, and support of agenda management systems. Proposers shall meet the requirements of this RFP with standard, currently available products and services.

To respond to this RFP, an interested company should submit one (1) electronic copy (in Adobe Acrobat PDF file format) of its proposal to the Air District’s Procurement Portal (Portal):

Cynthia Zhang, Staff Specialist
Bay Area Air Quality Management District
375 Beale Street, Suite 600; San Francisco, CA 94105
Portal link: <https://baaqmd.bonfirehub.com>

**Proposals must be submitted and received by
4:00 p.m. on Monday, November 16, 2020.
Late proposals will not be considered.**

Proposals must address all information requested in this RFP. A proposal may add information not requested in this RFP, but the information should be in addition to, not instead of, the requested information and format. Minority business enterprises, women’s

business enterprises, veteran's business enterprises, and Certified Green Businesses are encouraged to submit proposals. **Any questions regarding this RFP should be submitted through the Portal.**

SECTION II – BACKGROUND

A. Air District Overview

The Air District was created by the California Legislature in 1955 as the first regional agency to regulate air pollution in California. The Air District jurisdiction includes Alameda, Contra Costa, Marin, Napa, Santa Clara, San Francisco, San Mateo, southwestern Solano, and southern Sonoma counties.

The State Legislature originally granted the Air District the authority to regulate stationary sources of air pollution, such as factories, oil refineries, chemical plants, gasoline stations, and agricultural burning. With more recent legislation, the Air District was granted authority to enact certain transportation and mobile source measures.

The Air District is governed by a twenty-four member Board of Directors, consisting of local elected officials, including county supervisors, mayors, and city council members. The Executive Officer / Air Pollution Control Officer for the Air District is Jack P. Broadbent.

B. Agenda Management System

1. Objective

The Air District seeks an electronic agenda management system to create a more efficient and sustainable agenda packet preparation process for the Air District Board of Directors and Committee meetings. All existing content shall be migrated to the new system by the selected vendor. The proposed system would provide an automated workflow to prepare, track, modify and monitor the progress of items for each agenda packet. It is necessary that the system allows for routing approval of a single, cohesive packet (including agenda, memos and presentations). The system must provide the ability to easily track edited items through version control and provide flags for items to be reviewed. Various levels of integration with the Air District's current programs will also be required (Air District's website, Microsoft Outlook, Hyland OnBase etc.).

2. Current Process

The Air District currently does not have an electronic agenda management system in place. The Air District's Executive Office (EO) staff prepares a hard copy draft agenda packet that is hand-routed to the EO Manager, five Deputy Air Pollution Control Officers (DAPCOs), Legal Counsel and the Air Pollution Control Officer (APCO) for review, signature and approval. Revised copies of the agenda packet are printed after each change during the routing process.

Once the agenda packet is finalized, EO staff must accomplish the following: 1) hard copy reproduction of packet and presentations; 2) Convert and post Portable Document Format (PDF) versions of the packet and presentations to the Air District website; and 3) Provide PDF copies of agenda for posting on the Air District's public digital bulletin board.

Currently, every finalized agenda packet is saved and maintained on a shared network drive.

Reproduction of agenda packets is completed by Air District mailroom staff and copies are distributed to those requested. Additional packets may also be physically mailed and emailed to other stakeholders.

Reproduction of presentations are completed by EO staff and distributed to Board of Directors, Executive Council, Air District staff and the public.

The Board and Committee meetings are recorded on audio/video and streamed live on the Air District's website.

SECTION III – SCOPE OF WORK

The Air District seeks to move the Air District Board of Directors and Committee meetings agenda packet process to an electronic agenda management system. The new system must meet the criteria listed in Appendix A, Criteria Matrix.

The selected vendor shall provide an agenda management system and the resources for training and implementation to occur at the Air District's headquarters in San Francisco, California or via webinar for a virtual training. The Air District will host the new system.

SECTION IV – INSTRUCTIONS TO BIDDERS

A. General

1. Interested firms must create an account through the Portal described on p.1 of this RFP to view RFP documents and addenda, and to submit questions and bid documents.
2. All proposals must be made in accordance with the conditions of this RFP. Failure to address any of the requirements is grounds for rejection of this proposal.
3. All information should be complete, specific, and as concise as possible.
4. Proposals should include any additional information that the respondent deems pertinent to the understanding and evaluation of the bid.
5. The Air District may modify the RFP or issue supplementary information or guidelines during the proposal preparation period prior to the due date. Please check our [Portal](#) for updates prior to the due date.
6. Proposals shall constitute firm offers. Once submitted, proposals may be withdrawn, modified and resubmitted through the Portal up until the November 16, 2020, due date.

7. The Air District reserves the right to reject any and all proposals.
8. All questions must be in written form and submitted through the Portal no later than **4:00 p.m. on Wednesday, October 28, 2020**. Firms will not be able to submit questions after this time. All questions will be answered in writing and posted on the [Portal](#) by **6:00 p.m. on Wednesday, November 4, 2020**.
9. The cost for developing the proposal is the responsibility of the bidder, and shall not be chargeable to the Air District.

B. Submittal of Proposals

All proposals must be submitted according to the specifications set forth in Section V (A) – Contents of Proposal, and this section. Failure to adhere to these specifications may be cause for the rejection of the proposal.

1. Due Date – All proposals are due no later than 4:00 p.m., November 16, 2020, and should be submitted via the Portal to:

Cynthia Zhang, Staff Specialist
Bay Area Air Quality Management District
375 Beale Street, Suite 600; San Francisco, CA 94105
Portal link: <https://baaqmd.bonfirehub.com>

2. Uploading large documents may take significant time, depending on the size of the file(s) and Internet connection speed. Bidders should plan sufficient time before the due date to finalize their submissions and to complete the uploading process. Bidders will not be able to submit documents after the due date. Proposals received after the date and time previously specified will not be considered.
3. Signature – All proposals should be signed by an authorized representative of the bidder.
4. Submittal – Submit one (1) electronic copy (in Adobe Acrobat PDF file format). Electronic submissions submitted via the Portal will be acknowledged with a confirmation email receipt. Late proposals will not be accepted. Any correction or re-submission of proposals will not extend the submittal due date.
5. Grounds for Rejection – A proposal may be immediately rejected at any time if it arrives after the deadline, or is not in the prescribed format, or is not signed by an individual authorized to represent the firm.
6. Disposition of the Proposals – All responses to this RFP become property of the Air District and will be kept confidential until a recommendation for award of a contract has been announced. Thereafter, submittals are subject to public inspection and disclosure under the California Public Records Act. If a respondent believes that any portion of its submittal is exempt from public disclosure, it may mark that portion “confidential.” The Air District will use reasonable means to ensure that such confidential information is safeguarded,

but will not be held liable for inadvertent disclosure of the information. Proposals marked “confidential” in their entirety will not be honored, and the Air District will not deny public disclosure of any portion of submittals so marked.

By submitting a proposal with portions marked “confidential,” a respondent represents it has a good faith belief that such portions are exempt from disclosure under the California Public Records Act and agrees to reimburse the Air District for, and to indemnify, defend, and hold harmless the Air District, its officers, employees, and agents, from and against any and all claims, damages, losses, liabilities, suits, judgments, fines, penalties, costs, and expenses, including without limitation, attorneys’ fees, expenses, and court costs of any nature whatsoever, arising from or relating to the Air District’s non-disclosure of any such designated portions of a proposal.

7. Modification – Once submitted, proposals, including the composition of the contracting team, may be altered up until the due date. Proposals may not be modified after the due date. All proposals shall constitute firm offers valid for ninety (90) days from the November 16, 2020, due date.

C. Interviews

1. The Air District, at its option, may interview bidders. The interviews will be for the purpose of clarifying the proposals.
2. Submittal of new proposal material at an interview will not be permitted.
3. Interviews may involve a presentation and/or a question-and-answer session.

SECTION V – PROPOSAL FORMAT, CONTENT, AND SUBMITTAL

A. Contents of Proposal

Submitted proposals must follow the format outlined below and include all the requested information. Failure to submit proposals in the required format may result in the proposal being eliminated from evaluation and consideration.

1. Technical Proposal
 - a. Cover Letter (Section I) – Must include the name, address, and telephone number of the company, and must be signed by the person(s) authorized to represent the firm.
 - b. Firm Contact Information – Provide the following information about the firm:
 - o Address and telephone number of office nearest to San Francisco, California and the address and phone number of the office that each of the proposed staff members are based out of, if different.
 - o Name of firm’s representative designated as the contact and email address

- o Name of project manager, if different from the individual designated as the contact
- c. Table of Contents – Clearly identify material contained in the proposal by section.
- d. Summary (Section II) – State approach to the Agenda Management System RFP including the objectives and scope of work:
 - o Provide a comprehensive description of the proposed solution.
 - o Complete Appendix A, Criteria Matrix to address each requirement individually. Clearly indicate whether the proposed solution meets, does not meet, partially meets, or if there are future plans to implement the specification. Proposers are to provide an adequate description of how the solution meets the requirements to allow the evaluators to fully understand the features, processes, functions, and capabilities.
 - o Based on the proposer's experience and expertise, identify any additional proposed features, functions, or capabilities that the Air District should consider to meet the stated purpose.
- e. Hardware/Software Requirements (Section III) – Provide information on required hardware/software:
 - o Provide system requirements for hardware as well as all necessary software for the server; include operating system, database server, and web server. Note: Air District requirement is Microsoft Windows, SQL Server, IIS, and ASP.Net running inside a VMWare host.
 - o Describe any additional costs and processes for running a development environment and/or a disaster recovery server.
 - o Disclose any software that is required to be installed on a user's machine. Please include desktop software and plug-ins. For each, please include the following:
 - System Requirements.
 - Describe how the software can be installed and kept updated centrally.
 - Describe any special permissions required by the user to run the software (e.g. Local Administrator).
 - Which type of user requires the software; for example: all users, departmental administrators, or super administrators.
 - Security features.
- f. Implementation Approach and Training (Section IV) – Provide information on implementation plan and program training schedule:
 - o Describe your implementation methodology and approach. This includes the tools and techniques that will be used and methodologies

that the firm will employ.

- Describe the roles and responsibilities of both the Air District and vendor staff during each phase of implementation. In addition, provide an estimated level of effort and skillset required by Air District staff during implementation.
 - Provide a project schedule that includes all tasks, deliverables, milestones, and resources required. The Air District seeks a detailed understanding of the work plan that will be followed to ensure success.
 - Provide a migration methodology and approach for moving existing data (including users, permissions, templates, and documents) to the new system.
 - Describe your user acceptance testing methodology and criteria for success. Also, outline the responsibilities of the Air District staff during user acceptance testing.
 - Describe your training strategy/plan that includes current and future employees of the Air District in the use of the agenda management system as well as other functions/features Air District staff will need to use and administer the system. The Air District prefers multiple days for each training session, so users have an option on which day to attend. Each session is to be structured for the role being trained.
- g. Firm Organization (Section V) – Provide a statement of your firm’s background and related experience in providing similar services to organizations, if any. Describe the technical capabilities of the firm and the firm’s exposure with working with environmental regulations, if any. Provide three (3) references and the following information:
- What percentage of your customers are still running your solution with active maintenance and support contracts (i.e., lifetime customer retention)?
 - References should be for agenda management systems that have been implemented in the last two years. For each reference, the proposer should provide the following information:
 - Entity name
 - Customer contact information (name, title, phone, and email)
 - Scope of work performed identifying the services provided and solutions implemented
 - Project start and end dates
- h. Project Organization (Section VI) – Describe the proposed management structure, program monitoring procedures, and organization of the engagement team. Provide a statement detailing your approach to the project, specifically addressing the firm’s ability and willingness to commit and maintain staffing to successfully conclude the project on the proposed

schedule.

- i. Assigned Personnel (Section VII) – Provide the following information about the staff to be assigned to the project:
 - o List all key personnel assigned to the project by level and name. Provide a description of their background, along with a summary of their experience in providing similar services for governmental agencies, and any specialized expertise they may have. Background descriptions can be a resume, CV, or summary sheet. Substitution of project manager or staff will not be permitted without prior written approval of the Air District’s assigned program manager.
 - o Provide a statement of the availability of staff in any local office with requisite qualifications and experience to conduct the requested project.
 - o Provide a statement of education and training programs provided to, or required of, the staff identified for participation in the project. Make particular mention of with reference to experience dealing with governmental agencies, procedures, and environmental regulations.
- j. Retention of Working Papers (Section VIII) – All working papers are the property of the Air District. Include a statement acknowledging that if your firm is awarded the contract, you will retain project related papers and related reports for a minimum of five (5) years.
- k. Subcontractors (Section IX) – List any subcontractors that will be used, the work to be performed by them, and the total number of hours or percentage of time they will spend on the contract.
- l. Conflict of Interest (Section X) – Address possible conflicts of interest with other clients affected by vendors’ actions performed by the firm on behalf of the Air District. The Air District recognizes that prospective bidders may have contracts to perform similar services for other clients. Include a complete list of such clients for the past three (3) years with the type of work performed and the total number of years performing such tasks for each client. The Air District reserves the right to consider the nature and extent of such work in evaluating the proposal.
- m. Additional Data (Section XI) – Provide other essential data that may assist in the evaluation of the proposal (e.g. green business certification, etc).

2. Cost Proposal

- a. Name and Address – The Cost Proposal must have the name and complete address of the bidder in the upper, left hand corner.
- b. Cost Proposal – The Cost Proposal must separately list the costs for the following:
 - i) Agenda Management System;

- ii) System Configuration and Data Migration;
- iii) Implementation and Training; and
- iv) Annual Maintenance Costs.

For each item, include a description of the costs or pricing structure. Include the fully-burdened hourly rates and the total number of hours estimated for each level of professional and administrative staff to be used to perform each task. Include and describe any additional costs for running a development environment and/or a disaster recovery server as well as any other costs necessary to successfully implement the agenda management system.

- c. The Cost Proposal does not need to be a separate, sealed document.

SECTION VI – PROPOSAL EVALUATION

A panel of Air District staff will evaluate all proposals. The panel will recommend the selection of the vendor to the Air Pollution Control Officer (APCO), who will, in turn, make a recommendation to the Air District Board of Directors. The Air District Board of Directors may be required to approve the contract to carry out the work described in this RFP. A link to a typical contract for professional services used by the Air District is included in Section VII.

Proposals will be evaluated on the following criteria:

Criteria	Description	Points
Expertise	Technical expertise, size and structure of the firm and personnel assigned to RFP tasks; firm's ability to perform and complete the work in a professional and timely manner.*	25
Skill	Past experience of the firm and, in particular, experience of the team working on projects of similar scope for other agencies.	20
Approach	Quality, clarity and responsiveness of the proposal, based upon a clear understanding of the work to be performed.	20
Functional and Technical Requirements	Ability of the proposed Agenda Management System to address the functional and technical requirements in Appendix A, Criteria Matrix.	20
Cost	Cost or cost effectiveness and resource allocation strategy.	10
Firm's Specialty Focus Area	Local Business/Green Business**	5
	Total	100

- * “Size and structure of firm” refers to the ability of a firm’s size to meet the needs of the District. It does not give absolute preference to larger or smaller firms.
- ** The Air District gives preferences to local businesses and those that are certified as green businesses by a government agency or independent private rating organization. “Local business” means that a firm’s headquarters is located within the nine counties of the Air District’s jurisdiction.

If two or more proposals receive the same number of points, the Air District will accept the lower cost offer.

SECTION VII – SAMPLE CONTRACT

A sample contract to carry out the work described in this RFP is available on the District’s website at <http://www.baagmd.gov/about-the-air-district/request-for-proposals-rfp-rfq/samples-previous> (Click the + to the left of Sample Contracts, and then click on the Professional Services Contract link).

SECTION VIII – APPENDICES

1. Appendix A, Criteria Matrix