



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

September 15, 2022
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Request for Information No. 2022-018

Grants Management System

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SECTION I – SUMMARY

The Bay Area Air Quality Management District (Air District) seeks information and conceptual ideas from commercial vendors, service providers, non-profit organizations and other interested parties who have knowledge about systems that can be configured to collect, store, and report data; automate processes related to the administration of the grant projects and programs managed by the Air District; and migrate historical data and documents related to the Air District's grant programs. The information gathered from this Request for Information (RFI) will be used as a guide to find solutions and identify vendors who can provide software and support for the development of a new Grants Data Management system. The information may also potentially influence how a Request for Quotes or Qualifications (RFQ) or Request for Proposals (RFP) is structured. The Air District anticipates issuing an RFQ/RFP later this calendar year with vendor selection and project kick off in early 2023.

The Air District began administering grant programs in 1994, and in 2022 the Air District anticipates awarding more \$100 million in new revenue to eligible projects. Data is currently stored in more than five different types of grant managements systems (different platforms) and this new system would be built to handle unique data requirements and specialized business automation processes for multiple grant programs. The requirements for the new project & system include but are not limited to:

- Provides a solution for grantees with a user-friendly online experience when applying for a grant.
- Provides a flexible workflow process to validate & update applicant data, communicate with grantees, and to be notified of application changes.
- Provides reporting capabilities (dashboards and reports) that offer insight to users and grants and can assist with future decision making.

- Provides flexibility within the system; allows the ability to internally manage basic administrative needs.
- Provides dynamic views and functionality based on user roles and permissions.
- Provides system notifications and alerts based on user preferences that help the user to get updates and plan for upcoming tasks.
- Has the ability to integrate with existing and/or new systems.
- Provides security levels that protect the Air District and public/users' data and personal information.
- Offers vendor-provided system support, including acceptable Service Level Agreements (SLAs), post-production support, system uptime, page load times.

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

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

**Submissions must be received by 4:00 p.m. on Friday, October 14, 2022
("deadline").**

Late submissions will not be accepted.

Submissions must address all information requested in this RFI. An information sheet may add information not requested in this RFI, but the information should be in addition to, not instead of, the requested information and format. Minority business enterprises, women's business enterprises, local businesses, and Certified Green Businesses are encouraged to submit a response to this RFI. **Any questions regarding this RFI must be submitted through the Portal.**

Interviews

1. The Air District, at its option, may interview firms that respond to this RFI. The interviews will be for the purpose of clarifying the information provided.
2. Interviews may involve a presentation, product demonstration, and/or a question-and-answer session.

SECTION II – INSTRUCTIONS TO BIDDERS

A. General

1. Interested firms must create an account through the Portal described in this RFI to view RFI documents and addenda, and to submit questions and the information sheet.
2. All submissions should be made in accordance with the conditions of this RFI.
3. The Air District may modify the RFI or issue supplementary information or guidelines during the submission preparation period prior to deadline.
4. All questions must be in written form and submitted through the Portal no later than **4:00 p.m. on Wednesday, September 28, 2022**. 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 Thursday, October 6, 2022**.
5. The cost for developing the information is the responsibility of the bidder and shall not be chargeable to the Air District.

SECTION III – REQUESTED INFORMATION

Provide the following information about your company and services as they relate to this project.

1. Organization name
2. Office nearest to San Francisco, California (Address and telephone number)
3. Designated point of contact (Name and e-mail address)
4. Organization/Firm summary, including:
 - a. Number of employees in or near the San Francisco Bay Area
 - b. Size of your local Technology Consulting Team and staff who would be interacting with the Air District?
 - c. Do you have a typical schedule/process for system maintenance, upgrades, patches? Please provide details.
 - d. How does your company provide system and data security? Do you perform regular stress or performance tests?
 - e. Do you have a standard disaster recovery process and/or offer documented business continuity plans?
 - f. Do you offer typical SLA for system downtime, page uploads, response to system issues? What is the typical process to respond to an issue that is reported?
5. Vendor/respondent categories (e.g., software/application manufacture, software platform configure and on-going support (preferred vendor?), software user, other)
6. Name of the software solution platform
7. Description of innovation (i.e., value proposition, key differentiators from other technologies in the market)
8. Costs: Standard pricing and/or range for customizations (high-level) for:
 - a. Licensing structure

- b. Ongoing maintenance and support
 - c. Development work (configuration and customization)
 - d. Cloud storage
 - e. Customer training
 - f. Other, including information about any reduced fees offered to other municipalities, governmental entities, economic development or nonprofit organizations, and civic organizations.
9. Description and links to demonstrations that are available online.
10. What is typically required by the customer (hardware, software, resources, etc.) for a successful implementation?
11. Can the project team support Pacific time (PST) business hours?
12. If you would prefer to demo your product and provide product documentation in lieu of responding to these questions, please provide details.

(Optional) References

13. Examples of other companies and government agencies that have implemented a similar product. Can we contact any of them?