



BAY AREA
 AIR QUALITY
 MANAGEMENT
 DISTRICT

January 6, 2025

Request for Proposals# 2025-001

Grants Management System and Services

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SECTION I – SUMMARY

The Bay Area Air Quality Management District ("Air District") seeks proposals for a Grants Management System (GMS) that can unify the Air District’s grant programs and project records; and streamline administrative processes across multiple grant programs and funding sources. Key functionalities of the new GMS include workflow optimization throughout projects’ lifecycles, customizability, and a secure online portal for applicants, grantees, and program administrators. A Software-as-a-Service (SaaS) model is preferred but alternative approaches will also be considered.

The selected firm will be responsible for the entire Software Development Life Cycle (SDLC) including project management, requirement gathering, design, system development and configuration, testing, data and operational migration strategy, integration to existing systems, implementation, and post-go-live maintenance and support. Proposals should outline a comprehensive plan for ongoing support, ensuring the GMS’s long-term success, adaptability, and security.

The Air District anticipates the contract to begin in July 2025 and continue for a term of five (5) years. The Air District may extend the contract for up to two (2) additional one-year terms at its sole discretion.

To respond to this Request for Proposals (“RFP”), an interested firm 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, Senior 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 received by 4:00 p.m. Pacific Time (PT) on
Tuesday, February 25, 2025 (“deadline”).
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, and not instead of, the requested information and format. Minority business enterprises, women’s business enterprises, veteran’s business enterprises, local businesses, and certified green businesses are encouraged to submit proposals. **Any questions regarding this RFP should be submitted through the Portal.**

SECTION II – PRE-PROPOSAL CONFERENCE

A pre-proposal conference will be held on **Wednesday, January 15, 2025, from 1:30 p.m. to 2:30 p.m. PT** to provide an overview of the RFP objectives and requirements and an opportunity for questions and answers. The pre-proposal conference will be hosted virtually on Zoom. Attendance is encouraged, but not mandatory.

Link:

<https://us02web.zoom.us/j/86571281844?pwd=0hhMK8MVUts8yagaqkuMXe1KCFE7eM.1>

Meeting ID: 865 7128 1844

Passcode: 292280

Find your local number: <https://us02web.zoom.us/j/86571281844?pwd=0hhMK8MVUts8yagaqkuMXe1KCFE7eM.1>

SECTION III – BACKGROUND

A. Air District Overview

The Air District is the government agency responsible for protecting air quality in the San Francisco Bay Area. The Air District is tasked with regulating stationary sources of air pollution in the nine counties that surround San Francisco Bay: Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, southwestern Solano, and southern Sonoma counties. It is governed by a 24-member Board of Directors composed of locally elected officials from each of the nine counties. The Air District’s mission is to create a healthy breathing environment for every Bay Area resident, while protecting and improving public health, air quality and the global climate.

The Air District aims to achieve its mission through many strategic goals, including: reducing and eliminating health problems caused by air pollution, achieving and maintaining air quality standards, leading the Bay Area’s efforts to fight global climate

change, creating high-quality regulatory programs, and applying environmental best practices in all operations. To do so, the Air District regulates air pollution emissions from stationary emission sources such as factories, refineries, and power plants, and from smaller facilities like gas stations and dry cleaners. The Air District ensures that such facilities comply with air pollution laws and regulations, provides incentives to replace older, higher-emitting vehicles and equipment with cleaner alternatives, and gives grants and provides outreach to encourage healthy clean air choices by businesses and consumers. The Air District implements these efforts with an equity focus, aiming to reduce air quality disparities and promote environmental justice by targeting local air pollution in overburdened communities.

B. Grant Program Administration

The Air District administers various grant programs aimed at complementing its regulatory initiatives to improve air quality and reduce greenhouse gases, primarily from mobile sources. Since 1991, the Air District has managed incentive programs that have grown significantly in funding, program types, and overall requirements. In 2024, the Air District oversaw active projects and programs totaling over \$650 million from federal, state, and local revenue sources, including over \$150 million in unallocated funds expected to be awarded within the next year. An overview of the Air District's primary grant programs and funding sources is included in Appendix A.

Grant funds are administered in accordance with guidelines and contractual requirements from each funding source and internal administrative procedures established by the Air District. These requirements include eligibility criteria for applicants, operational requirements for projects, and administrative mandates such as key data reporting and adherence to obligation and liquidation deadlines. The Air District has a strong commitment to equity goals to ensure that funds are used to enhance air quality in overburdened communities, including Assembly Bill (AB) 617 designated areas like West Oakland, Richmond-San Pablo, East Oakland, and Bayview-Hunters Point/Southeast San Francisco, as well as disadvantaged and low-income areas defined by the California Climate Investments program.

Grant programs are designed to incentivize equipment owners to accelerate the implementation of clean-air projects such as the upgrading of older on-road and off-road equipment and vehicles to cleaner technology, installation of electric vehicle charging stations, replacement of wood-burning devices with electric heat pumps, distribution of air filtration devices, and construction of new bicycle paths. The Air District is also working to expand its incentive programs to include additional project categories and to allow additional flexibility in existing programs to support projects in priority communities.

The Strategic Incentives (SI) Division administers most of the Air District's grant programs and will serve as the subject matter expert, coordinating with other divisions as necessary during the development and implementation of the new GMS.

C. Current/Existing (Legacy) Grant Systems and Locations of Data

The Air District currently uses various systems, databases, and tools to manage its grant programs and data. Appendix B provides an overview of the list of grant systems currently in use and where data is stored. Appendices C and D shows sample screenshots of the main system (CMP Old System Schema) currently in use by the Air District, including its

design and business processes. Appendices C and D are provided for illustrative purposes only, as the new requirements are similar but need to be updated to transition from analog to digital processes, incorporate new project categories, and modify workflows for different grant programs.

The main database that is currently used for grants programs is approximately 70GB in size with 99% in static attachments content, has approximately 110 active tables, and covers approximately 14 years of data. The selected firm will be responsible for the migration of existing data into the new GMS.

The Air District's records retention period for grants-related files is 5-7 years, except for projects funded by the Goods Movement Program, which requires records to be retained for 35 years.

D. New Grant Management System and Services

The new GMS must meet the Air District's functional and business needs for grant administration and integrate with Air District software systems and the online reporting tools required by the California Air Resources Board (CARB) (i.e., CARL Reporting Tool). The new GMS must be scalable with the capability to add data, tables, and content to cover all existing and new grant programs. The GMS should minimize the need for Air District technical infrastructure and support.

SECTION IV – SCOPE OF WORK

The selected firm will be responsible for developing and/or providing a unified GMS for the Air District. Services will include, but are not limited to, migrating critical data from multiple existing grant systems; building, configuring, and implementing the new GMS; and providing training, ongoing technical support, and maintenance.

A Software-as-a-Service (SaaS) model is preferred but alternative approaches will also be considered. The software licenses and subscription services may be provided directly by the selected firm or managed through a third party. The selected firm will be required to demonstrate a Proof-of-Concept for a Minimum Viable Product (PoC/MVP) within three months after the execution of a contract, on mutually agreed-upon key requirements. Failure to deliver a PoC/MVP may lead to termination of the contract, with no liability on the Air District.

This Scope of Work outlines the requirements for project management, business processes, functional requirements, and data and security standards.

A. Project Management

The selected firm will offer comprehensive project management services for processes including procurement of software licenses & subscriptions or provide guidance in acquiring the same (if applicable), set up, implementation, configuration, validation, data migration, consolidation, a coordinated effort to decommission legacy systems, and ongoing support. The selected firm is expected to provide the following types of deliverables throughout the contract term:

1. **Project Charter** with objectives, stakeholders, budget, roles and responsibilities.
2. **Final Project Plan** detailing scope, objectives, timeline, milestones, and resources, with an outline of how project information will be communicated to stakeholders.
3. **Comprehensive Requirements Documentation** capturing all functional and non-functional requirements including required integrations with existing platforms.
4. **Risk Management Plan** identifying potential risks, their impacts, and mitigation strategies.
5. **Final Data Migration Plan** including a strategy outlining approach, methodology, and timeline for migrating data, including data mapping, cleansing, validation, and transfer processes, user acceptance testing protocol, including step-by-step procedures, roles, responsibilities, timing, and contingencies; post-migration validation and data reconciliation reports, and (final) complete migration report.
6. **Configuration Documentation** of all configuration settings and customizations.
7. **Final Training Plan and Materials** including end-user and administrator training schedules, materials, and user manuals.
8. **Test Plans and Results** for all unit tests, integration tests, and user acceptance tests (UAT).
9. **Final Implementation Plan** detailing cutover strategies and transition plans for implementation.
10. **Safe Decommissioning Plan** for legacy systems, ensuring secure data and equipment disposal.
11. **Post-Implementation Support Plan** outlining support processes, service level agreements (SLAs), and contact information.
12. **Status Reports and Meeting Minutes** summarizing issues, risks, upcoming activities, critical discussions, decisions, and action items from all project meetings.
13. **Final Project Report** summarizing project outcomes, achievements, lessons learned, and recommendations.
14. **Customer Acceptance Test (CAT) Protocols** including processes for validating requirements, system functionality, and data accuracy; ensuring expected user experience and system performance; and complying with regulatory and accessibility standards, including ADA requirements. At minimum, CAT protocols should include test plans, test cases, test results, user feedback, bug reports & a final acceptance report that summarizes the whole process.
15. **Project Closeout Report** confirming that all project deliverables and objectives have been met, including stakeholder sign-off.

B. Business Processes

The new GMS will replace all existing systems, including data trackers and excel files, allow new grant programs to be added at a future date, and support the following business processes:

1. **Integration or easy transfer of information (import/export)** required with Microsoft 365 (at least Microsoft Outlook), the California Air Resources Board's CARL Reporting Online System, and eventually the new CARL system (currently under development); and desired integration with existing Air District systems, including JD Edwards (JDE) for accounting, DocuSign for electronic signatures and routing, Hyland OnBase for records retention, and Questica for budget

- management. The system must support data exchange via secure webhooks and SFTP and provide APIs for flexible integration.
2. **Analytics and Reporting** to support informed decisions by Air District staff.
 3. **Customer support features** for users to access helpful resources and to contact the Air District to receive help.
 4. **Notification system** that automates issuing of email notifications or other alert methods for important updates.
 5. **Offline Capability** with at least limited functionality to offline users and syncing of data when reconnected.
 6. **Performance** that supports acceptable response times and manages concurrent user amounts.
 7. **Scalability** and ability to handle increased data volumes and user loads as the business grows.
 8. **Search functionality** to provide users (Air District staff and applicants/grantees) efficient search capabilities to help find relevant information.
 9. **Training and on-going support** for Air District staff on system configuration, best practices whenever a new module is released, periodically as new functionality is added, and upon request. Provide ongoing technical support to address issues and ensure the system remains up to date.

C. Functional and Technical Requirements

The selected firm shall design, build, and configure the new GMS to meet the Air District's functional and technical requirements. The primary functionality of the GMS, responsibilities, key deliverables, and service requirements include:

1. **Configuration** of the system to align with Air District's workflows, user roles, permissions, and reporting needs. This includes configuring the system to automate routine administrative processes, notifications, and support multiple levels of review.
2. **Customization to be implemented only as necessary** to address Air District's unique requirements, while minimizing deviations from the off-the-shelf solution to ensure future upgrade compatibility.
3. **Test environment or sandbox**, where changes can be deployed and validated before pushing to production.
4. **Web-Based Portals**
 - a. **Grant Program Website/Portal** showing all open opportunities with links to the application page.
 - b. **For Applicants/Grantees**, e.g., to register and create user accounts; submit applications and required documentation; submit reimbursement requests and annual reports; and manage individual profiles and project accounts.
 - c. **For Grants Program Staff**, e.g., to open and close requests for applications or notices of funding opportunities, review and process applications and reimbursement requests, document inspections and project monitoring data; create contracts and amendments using approved templates; see program metrics at-a-glance via dashboards and create custom queries.
 - d. **Multi-Lingual browser compatibility for public facing pages.**
5. **Data Validation** of user inputs to ensure data accuracy, prevent errors, and streamline information intake process from users, e.g., have basic validation behind the fields in the input forms and tooltips to guide applicants/grantees.

6. **Error handling** provides clear error messages and allows users to resolve issues.
7. **Submittal function** for applicants, grantees, and staff that moves the workflow process to the next step.
8. **Workflows** that streamline and automate routine administrative processes with wizard-like flows e.g., to support multiple levels of review for application materials and reimbursement requests, inspection processes, grantee reporting, contracting and amendment processes, etc.
9. **Notifications and Alerts** to streamline workflow processes, e.g., sent to users to confirm receipt of submitted application and alerts to keep users informed of critical milestones, deadlines, and workflow progress.
 - a. Issue alerts as milestones are met (or approached) for each funding source and shown on-screen when appropriate, e.g., when leaving a section without having saved information.
 - b. Automatically send notifications to grantees, applicants, and internal staff whenever a workflow process milestone is triggered (e.g., issuing a notice of completion or copy of executed agreement/amendment and notifying of upcoming/past deadlines).
10. **User Authentication** for the system to validate user credentials or deny access; and recover data.
11. **User Registration** that allows users to create accounts with passwords and emails that can be created and managed by applicants and staff with appropriate roles and permissions, including staff, applicants, and external reviewers, and allow users to reset passwords with an email link.
12. **User Roles and permissions** that can be updated by an Air District Systems Administrator. User roles and permissions with varying access levels for different user roles such as staff, reviewers, and administrators.
13. **Customer Relationship Management** of applicants, grantees, facilities, projects, equipment, engines (for marine projects), and attributes of non-vehicle or equipment project types (e.g., trip reduction, wood smoke device change outs, electric charging stations, etc.), and funding sources.
14. **Internal and external communications management** that facilitates and stores information exchanges between grantees/applicants and Air District staff and among internal staff users. Ideally the system also automatically saves e-mails and e-mail attachments as part of the project record file.
15. **Budget Tracking** with updates to program level budgets based on changes in project-level budget in real-time.
16. **Grant program fiscal management**, including
 - a. Management of each grant program including accrued interest and match required by the Air District to ensure it is obligated and liquidated by deadlines.
 - b. Real-time updates to funding source budgets as changes are made at the project level (i.e., projects cancelled, completed under budget, or moved to a different funding program). Tracking of approved reimbursements (from sources) and payments (to grantees).
17. **Reporting and dashboards** that are customizable to provide real-time insights into projects, funding sources, and key performance indicators. The GMS must support ad-hoc query generation and data aggregation across all programs and should also support the following capabilities:
 - a. Queries to generate reports, e.g., on investments by geographic location, equipment categories, emissions reduced.
 - b. Dashboards for at-a-glance views e.g., of program and project statuses, project funding details, progress relative to critical metrics, and data discrepancies.

- c. Click through and/or drill down ability on key dimensions (e.g., grants awarded, usage details, emissions reduced, by year/quarter/month, by county/zip, by communities, by other key demographics as applicable).
 - d. Export ability for data transfer to other formats (Microsoft Excel, CSV, etc.).
- 18. Document Management:**
- a. Implement robust document management capabilities, allowing users to upload, manage, and version control documents securely. The GMS should facilitate the generation of Adobe Acrobat PDF documents from various modules and support exporting to Hyland OnBase.
 - b. Safely accept various document types of uploads (e.g. Adobe Acrobat PDF, Microsoft Word, etc.).
 - c. Generate materials from each module into a single Adobe Acrobat PDF.
 - d. Easily view records (e.g., initial application, contract and amendments, inspection forms, grantee annual reports, and payment package).
 - e. Ability to accept and replace incomplete and updated versions of project documents from applicants/grantees, while archiving older corrected versions with version control.
 - f. Enable ease of updates/changes in data entered by grantees. Data initially entered by grantees may have to be updated. New GMS should enable those updates with ease, log the changes, so that there is an audit flow of changes.
- 19. Data restatement/reprocessing** ability to remap and restate/reprocess historical data per changes in business mapping/requirements.
- 20. Data Retention** capability of 3-10 years for the Air District's records related to grants, and 35 years for projects funded by the Goods Movement Program.
- 21. Audit logs** to enable ease of audit by logging information on the updates done on the various forms with timestamp details. The information should be easily retrievable when required.
- 22. Location Mapping:** ability to display grant project locations visually or integrate with external mapping software.

D. Compliance, Data, and Security Standards

- 1. Compliance and Security:** adhere to industry security standards and comply with relevant regulations.
 - a. Security must be robust and include data encryption, access controls, and regular security audits to ensure the protection of sensitive information and compliance with industry standards and regulations.
 - b. The GMS must meet Americans with Disabilities Act (ADA) requirements and ensure accessibility across multiple platforms and browser types, including desktop and mobile devices.
- 2. Authentication and Authorization:**
 - a. GMS must support **OAuth 2.0** and **OpenID Connect** for secure and modern authentication and authorization.
 - b. GMS must support **SAML 2.0** federation, including IDP-initiated and SP-initiated SSO/SAML.
 - c. GMS should provide **Multi-Factor Authentication (MFA)** and/or **Single Sign-On (SSO)** capabilities through the Microsoft Azure platform.
- 3. Integration:**
 - a. GMS should offer integration via **GraphQL API** for flexible and efficient querying capabilities, as well as **REST API** and **ION API**.

- b. If direct integration with **JDE** is not possible, the GMS must support **data exchange via secure webhooks** and **SFTP** with delimited files.
 - c. GMS should support integration with **cloud-based enterprise service buses (ESB)** and **integration platforms as a service (iPaaS)**, such as **Azure Logic Apps**.
- 4. Data Security and Compliance:**
- a. Any stored data must be stored in US-based data centers and support personnel/engineers must be US-based, ensuring compliance with data sovereignty regulations.
 - b. Data should be available in multiple data centers, periodically backed up, and there should be an ability to bring the system up and running from different data centers.
 - c. GMS must adhere to and comply with **NIST 800-53** security controls and best practices. The security assessment must be completed prior to go-live.
 - d. GMS should support **end-to-end data encryption for rest and transit data** using modern encryption standards such as **AES-256**.
 - e. All integrations and interfaces should be developed with OWASP security principles in mind.
 - f. Microservices architecture is preferred to enhance security, scalability, and maintainability.
 - g. A preference for data masking and tokenization is encouraged, where appropriate. Prioritization of the use of native platform capabilities without reliance on third-party integrations, wherever possible, is also preferred.
- 5. Performance and Scalability:**
- a. GMS should be able to **auto-scale** based on demand and offer **high availability (HA)** and **disaster recovery (DR)** capabilities.
 - b. GMS should support **containerization** and **orchestration** using technologies like **Docker** and **Kubernetes** for efficient deployment and management.
- 6. User Experience and Accessibility:**
- a. GMS should follow **WCAG 2.1** guidelines to ensure accessibility for all users.
 - b. GMS should provide a **responsive design** that works seamlessly across different devices and screen sizes.
- 7. Monitoring and Analytics:**
- a. GMS should offer **real-time monitoring** and **alerting capabilities**, integrating with platforms like **Prometheus**, **Grafana**, or **ELK stack**.
 - b. GMS should integrate with analytics platforms such as **Power BI**.

SECTION V – INSTRUCTIONS TO PROPOSERS

A. General

1. Interested firms must create an account through the Portal described in this RFP to view RFP documents and addenda, and to submit questions and proposal 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 the proposal.

3. All information should be complete, specific, and as concise as possible.
4. Proposals shall 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, and not instead of, the requested information and format. Proposals should include any additional information that the proposer deems pertinent to the understanding and evaluation of the proposal.
5. The Air District may modify the RFP or issue supplementary information or guidelines during the proposal preparation period prior to the deadline. Please check the [Portal](#) for updates prior to the deadline.
6. All proposals shall constitute firm offers valid for one hundred and eighty (180) days from the deadline. Once submitted, proposals may be withdrawn, modified, and resubmitted through the Portal up until the deadline.
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. PT on Thursday, January 30, 2025**. Proposers 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. PT on Tuesday, February 11, 2025**.
9. The cost for developing the proposal is the responsibility of the proposer, 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. **Deadline** – All proposals are due no later than **4:00 p.m. PT on Tuesday, February 25, 2025**. Late proposals will not be accepted.
2. **Submittal** – Submit one (1) electronic copy of the proposal in Adobe Acrobat PDF file format to the Portal linked below. Electronic submissions submitted via the Portal will be acknowledged with a confirmation email receipt.

Portal link: <https://baaqmd.bonfirehub.com>

3. **Uploading large documents** may take significant time, depending on the size of the file(s) and internet connection speed. Proposers should plan sufficient time before the deadline to finalize their submissions and complete the uploading process. Proposers will not be able to submit documents after the deadline. Proposals received after the deadline will not be considered.
4. **Signature** – All proposals must be signed by an authorized representative of the proposer.
5. **Grounds for Rejection** – A proposal may be rejected 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 deadline. Proposals may not be modified after the deadline. Any correction or re-submission of proposals will not extend the submittal deadline.

C. Interviews and Demonstrations

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

SECTION VI – PROPOSAL FORMAT, CONTENT, AND SUBMITTAL

A. Contents of Proposal

Proposals should follow the format outlined below and include all 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) – Include the name, address, and telephone number of the firm, and signed by the person(s) authorized to represent the firm.
- b. Contact Information – Provide the following information about the firm:
 - Address and telephone number of office nearest to San Francisco, California and the address and phone number of the office that each of the assigned personnel are based out of if different.
 - Name of firm’s representative designated as the contact and email address.
 - Name of project manager, if different from the individual designated as the contact, and his/her email address.
- c. Table of Contents – Clearly identify material contained in the proposal by section.
- d. Summary (Section II) – State overall approach to the services sought in this RFP, including the objectives and scope of work.
- e. Firm History, Experience, and Qualifications (Section III) – Provide an overview of your firm’s history, number of years in business, firm ownership information, and firm’s organizational chart. Describe your firm’s experience and qualifications in designing, configuring, and implementing grant management systems and services to governmental organizations, if any.
- f. Proposed Solution (Section IV)
 - i. Complete Appendix E – Features and Functionalities Matrix.
 - ii. Provide a comprehensive overview of the proposed grant management system, including service delivery model. Describe the availability and reliability of the solution. Describe the scalability of the solution to handle existing and future grant programs.
 - iii. Describe the standard features, customizable features, unique features, and features that are available for an add-on fee.
 - iv. Identify any additional features, functions, or capabilities that the Air District should consider.
 - v. Identify the network, operating system, and/or server requirements for the installation and/or operation of the proposed solution.
- a. Approach and Methodology (Section V) - Provide a detailed description of the proposed approach and methodology to be used to accomplish the Scope of Work of the RFP.
 - i. Describe your overall project plan and approach, including how you will manage, control, and supervise the project to ensure successful completion of the project. Include the roles and responsibilities of both the Air District (proposed resource requirement) and your firm’s staff during each phase of the project.

- ii. Describe your data migration methodology and approach for migrating existing data to the new GMS.
 - iii. Describe your implementation plan and approach, including deliverables. Include the strategies, tools, and techniques that will be used.
 - iv. Describe your user acceptance testing methodology and criteria for success. Describe your quality control procedures that ensure all work products are of high quality, accurate and thoroughly reviewed prior to delivery to the Air District.
 - v. Describe your training plan and any training materials that will be provided and/or developed.
 - vi. Describe your firm's technical support offerings, availability, and response times. Describe how your firm will prioritize critical calls and your escalation process for issues not resolved during the initial call.
 - vii. Describe your firm's approach to software revisions, updates and patching. Include the typical average upgrade schedule, frequency, notification process, and length of downtime.
- b. Project Schedule (Section VI) – Provide the projected timeline, key milestones, and benchmarks for implementing a grant management system for the Air District. Milestones should include, but not be limited to, the delivery of a PoC/MVP, data migration, full buildout, deployment, and implementation. Include any scheduling and control methodologies that will be used to ensure the schedule will be met.
- c. Data and Security (VII)
- i. Describe how you ensure the confidentiality and integrity of the Air District's data, including the safeguards you employ and any certifications and standards to which you adhere and/or maintain.
 - ii. Describe the security frameworks/standards your firm has adopted and how compliance with these frameworks/standards are ensured/verified.
- d. Project Organization (Section VIII) – Describe the proposed management structure and organization of the proposed team. Provide a statement addressing your firm's ability and willingness to commit and maintain staffing to successfully provide the services outlined in this RFP.
- e. Assigned Personnel (Section IX) – Provide the following information about the personnel to be assigned to the project:
- List all key personnel assigned to the project, indicating the responsibilities and amount of time each will be assigned to the project. 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, curriculum vitae, or summary sheet. Substitution of project manager or personnel will not be permitted without prior written approval of the Air District.

- Provide a statement of the availability of personnel in any local office with requisite qualifications and experience to conduct the requested project.
 - Provide a statement of education and training programs provided to, or required of, the personnel identified for participation in the project. Make particular mention of any experience dealing with governmental agencies, procedures, and environmental regulations.
- f. References (Section X) - Provide a minimum of three (3) references of other, similar projects including company name or government entity, contact name, title, phone number and e-mail address for all references listed. For each reference, include a description of services provided and dates the services were provided. The Air District may contact the references provided.
- g. Subcontractors (Section XI) – 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.
- h. Retention of Working Papers (Section XII) – 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.
- i. Conflict of Interest (Section XIII) – Address possible conflicts of interest with other clients affected by contractors' actions performed by the firm on behalf of the Air District. The Air District recognizes that prospective proposers 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.
- j. Additional Data (Section XIV) – Provide other essential data that may assist in the evaluation of the proposal.

2. Cost Proposal

Identify all costs including any expenses to be charged for performing the services necessary to accomplish the work required in the RFP. **Provide the estimated total initial cost, and the annual and on-going costs after implementation for up to seven (7) years.**

- a. Itemize all applicable costs including, but not limited to:
- i. Professional services fees for development work (configuration and customization), data migration, training, project management and related services. List the fully burdened hourly rates and total number of hours estimated for each level of professional and administrative staff required.

- ii. Software license fees, hosting fees, subscription fees, maintenance and support fees, cloud storage fees, and any other fees that may be applicable.
- iii. Any other fees or expenses (travel, module add-ons, etc.).

3. Sample Contract

Include a sample contract, outlining the requirements and terms, to carry out the work described in this RFP.

SECTION VII – PROPOSAL EVALUATION

A panel of Air District staff will evaluate all proposals. The panel will recommend the selection of the contractor 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 IX.

Proposals will be evaluated on the following criteria:

Criteria	Description	Points
Experience and Qualifications	Experience and qualifications of the firm and, in particular, past experience of the firm working on projects of similar scope for other governmental agencies.	15
Functionalities and Features	Ability of the proposed solution to address the needs of the Air District. Proposed solution offers or includes comprehensive features, functionalities, and capabilities.	30
Approach and Methodology	Quality and soundness of the approach and methodology to be used to accomplish the scope of work, with a clear understanding of the work to be performed.	15
Key Personnel	Organization of the team and qualifications of assigned personnel and their ability to perform and complete the work in a professional manner.	10
Cost	Comprehensive cost-effective resource allocation strategy. Detailed budget breakdown and justification of costs.	25
References	Quality and applicability of references.	5
Subtotal		100

Criteria	Description	Points
Interview/Demonstration (optional and conducted at the Air District's discretion)		50
Total Points		150

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

SECTION VIII – TENTATIVE SCHEDULE

MILESTONE	DATE
RFP Release Date	January 6, 2025
Pre-Proposal Conference	January 15, 2025
Written Questions Due	January 30, 2025
Answers Posted on Portal	February 11, 2025
Proposal Submission Deadline	February 25, 2025
Interviews and/or Demos (if conducted)*	Mid-March 2025
Notice of Conditional Award*	April 2025
Approval By Board of Directors*	May / June 2025
Contract Execution and Commencement of Work*	July 2025
Discovery	Within 30 days of contract execution
PoC/MVP	Within 3 months of contract execution

*Dates are tentative and subject to change.

SECTION IX – SAMPLE CONTRACT

A sample contract to carry out the work described in this RFP is available on the Air District's website at <http://www.baaqmd.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)

Appendix A: Overview of Primary Grant Programs and Funding Sources

This appendix provides background information on the main grant funding sources that are currently active. This list does not cover all funds awarded since 1992, nor does it include funds that will be received after August 2024

Carl Moyer Memorial Air Quality Standards Attainment Program (“Moyer”, or “CMP”) The Air District has participated in the Moyer Program, in partnership with the California Air Resources Board, since the program began in 1999. This program provides grant funding to owners of eligible equipment to reduce emissions of oxides of nitrogen (NOx), reactive organic gases (ROG), and particulate matter (PM) primarily from existing heavy-duty engines by upgrading them. The CMP funding source also includes a companion program referred to by CARB as the Carl Moyer State Reserve (Moyer SR) Program, that requires the use of CMP guidelines, but usually limits funding for a single project category that is selected by CARB each year. For example, SR Year 25 may only be used for VIP projects and SR Year 24 for Lawn and Garden Projects.

These funds may be used for upgrading on-road trucks and buses, off-road equipment, marine vessels, locomotives, stationary agricultural pump engines, forklifts, and installing refueling infrastructure that supports zero emissions vehicles. In addition to these medium and heavy-duty mobile source replacement programs, the Moyer guidelines also include requirements for funding voluntary accelerated retirement (“VAR”), also known as vehicle buy-back programs. Approximately \$18 million is allocated for the Air District annually between the CMP and State Reserve Programs (sunset date is 2033) and up to 6.25% of these funds may be used for administrative cost recovery.

Community Air Protection Incentives Grant Program (CAP Incentives)

In 2017, Assembly Bill (AB) 617 directed the California Air Resources Board, in conjunction with local air districts to establish the Community Air Protection (CAP) Program. Beginning in 2018, the State authorized funding for a CAP Incentive program that is designed to primarily achieve hyperlocal reductions in air pollution and reduce community exposure to diesel particulate and toxic air contaminants.

Pursuant to the state-adopted CAP Incentives 2019 Guidelines and the legislative requirements imposed on Greenhouse Gas Reduction Funds, there are at least 70% of these funds must be awarded to projects located in Disadvantaged Communities (DAC) and at least 80% of the funds must be awarded to DAC and/or Low-Income Communities (LIC) shown in CARB’s Priority Population Investments 4.0 map (<https://webmaps.arb.ca.gov/PriorityPopulations/>).

These funds may be awarded to mobile source projects eligible under the Carl Moyer Program, the California Proposition 1B Goods Movement Emission Reduction Program (for heavy duty trucks only), and a limited number of stationary source emission reduction projects. Staff has been working with CARB and other California air districts to expand eligibility to include more stationary source project types and projects that are identified as priorities by communities with a State-approved Community Emissions Reduction Program, pursuant to HSC Section 44391.2, which include project types that have not previously been funded and modifications to current programs to allow more flexibility in project criteria and funding amounts.

To date, the Air District has been allocated six rounds of CAP incentive funding totaling nearly \$227 million and up to 6.25% of awarded funds may be used for administrative cost recovery.

[Funding Agricultural Replacement Measures for Emission Reductions \(FARMER\)](#)

In 2018, the California Air Resources Board established the FARMER Program that provides grant funding for eligible projects that reduce criteria, toxic, and greenhouse gas emissions from the agricultural sector. The FARMER program targets the voluntary early replacement of older, dirtier equipment that is used in agricultural operations, such as harvesting equipment, heavy-duty trucks, agricultural pump engines, tractors, and other equipment. Since its inception in 2018, the State has allocated between \$800,000 and \$3.8 million annually to the Bay Area Air District for its participation in the FARMER program and up to 6.25% of these funds may be used for administrative cost recovery.

Mobile Source Incentive Fund (MSIF)

Assembly Bill 923 (AB 923 – Firebaugh), enacted in 2004 (codified as Health and Safety Code Section 44225), authorized local air districts to increase their motor vehicle registration surcharge up to an additional \$2 per vehicle. The revenues from the additional \$2 surcharge are deposited into the Air District's Mobile Source Incentive Fund (MSIF). The Health & Safety Code stipulates that air districts may use this revenue for projects eligible for funding under the: Carl Moyer Program, Lower Emission School Bus Program, Light-Duty Vehicle Scrap Program, and Agricultural Assistance Program. In 2022, the Legislature renewed the authority for this program through 2033. Approximately \$12.5 million accrues annually for this program and up to 6.25% of these funds may be used for administrative cost recovery.

Transportation Fund for Clean Air (TFCA)

In 1991, the California State Legislature authorized the Air District to impose a \$4 surcharge on motor vehicles registered within its nine-county jurisdiction to fund projects that reduce on-road motor vehicle emissions. The Air District allocates these funds to eligible projects through the Transportation Fund for Clean Air (TFCA) program. The statutory authority for the TFCA and requirements of the program are set forth in California Health and Safety Code Sections 44241 and 44242. Approximately \$25 million accrues annually for this program (there is no sunset date) and up to 6.25% of these funds may be used for administrative cost recovery. Up to [60% of project funds received are awarded directly by the Air District](#) and through a program referred to as the TFCA Regional Fund and to eligible Air District programs (e.g., Spare the Air and Vehicle Buy-Back). As required by the authorizing legislation, the other [forty percent \(40%\) is passed-through](#) and awarded by the nine designated Bay Area County transportation agencies.

TFCA may be used to fund on-road projects including upgrade of passenger vehicles, trucks, and buses, and may also be used to award grants to government agency that sponsor trip reduction strategies such as the installation of new bicycle paths and lanes and secure bike parking facilities.

[California Proposition 1B Goods Movement Emission Reduction Program \(Prop 1-B\) and Other Equipment \(baagmd.gov\)](#)

In November 2006, California voters authorized the Legislature to appropriate \$1 billion in bond funding to quickly reduce air pollution and health risk from freight movement along California's trade corridors. On February 28, 2008, the CARB approved an allocation of \$140 million from projected bond sales for emission reduction projects in the Bay Area trade corridor. These funds may be awarded to eligible projects such as equipment

replacements, repowers, and retrofits of on-road, marine, locomotive, and off-road engines such as transportation refrigeration units (TRUs), cargo handling equipment. Most of the funding was awarded between 2008-2015 through a competitive process whereby the Air District evaluates applications and generates a ranking list based on the state-adopted guidelines, and CARB provides oversight and approval of recommended projects. To date, this program has funded projects including the upgrade and replacement of over 2,000 diesel trucks and installation of shore power infrastructure at 12 berths at the Port of Oakland.

The Air District is currently administering the final round of Prop 1B funding through 2025 as well as continuing to monitor and close out previously awarded projects, submit quarterly reports to CARB, and reimburse grantees for completed projects. Funding for administrative cost recovery ranges from 3-5% based on the type of project that is awarded by the Air District. This program is unique in that the records retention requirement by CARB is 35 years.

Volkswagen (VW) Environmental Mitigation Trust Fund Program (VW Trust)

The VW Trust was established after a settlement with Volkswagen and other parties for their use of illegal defeat devices and is intended to fully mitigate the lifetime excess oxides of nitrogen (NOx) emissions caused by their actions. The CARB is the designated Lead Agency acting on the State as the beneficiary for California's share of VW Trust funds, totaling \$360 million. Under contract to CARB, the San Joaquin Valley, South Coast, and Bay Area air districts are each administering a portion of the VW Program funding. In 2018, the Air District was selected by CARB and awarded \$88 million to administer VW Trust funding on a statewide basis for two categories, including:

- ***Light-duty zero emission vehicle infrastructure (LDI) category totaling \$10 million for LDI projects, plus \$1 million for administrative cost recovery***, for the installation of new public light duty vehicle infrastructure, including [electric](#) and [hydrogen fueling stations](#), and
- ***Zero-emission freight and marine (ZEFM) category totaling \$70 million for ZEFM projects, plus \$10 million for administrative cost recovery***, for the scrap and replacement of heavy-duty forklifts, airport ground support equipment, port cargo-handling equipment, engines of marine vessels, and the installation of shore power systems for ocean going vessels.

To date, all LDI funds have been awarded and grantees are currently working to install stations and complete approved work. \$5 million for hydrogen LDI stations was awarded under a contract with the California Energy Commission (CEC) through a competitive solicitation that closed on May 22, 2020. On December 9, 2020, the CEC approved the award of \$25 million for the construction of 30 stations, including \$5 million in VW funds (comprised of awards of \$1 million each) to co-fund the construction of five of the hydrogen stations in California, including two that will be in the Bay Area. Construction was completed for one station in October 2023. During this period, staff continued to coordinate with the CEC and routinely met with representatives from other state agencies that provide funding for hydrogen projects and with project partners to discuss the progress and status of construction on the funded stations. The \$5 million for EV stations was awarded through a competitive solicitation that was conducted by the Air District May 11 through August 18, 2021. Eighteen applications were received by the deadline requesting over \$40 million. To date, the Air District has executed contracts with grantees for \$4.85 million and staff

continue to award out remaining and fall-out funds using the existing waiting list. tVW Trust funds will be managed by the Air District over a ten-year period ending in 2028.

Ocean-Going Vessel (OGV) At-berth Remediation Fund Program – On February 1st, 2024, a Memorandum of Understanding was executed between the Air District and CARB authorizing the Air District to serve as t Administration of the OGV Remediation Fund. This source of funding was created through the adoption of amendments to the CAR's OGV At-Berth Regulation on DATE that provides an alternate compliance option that may be used under limited circumstances to remediate emissions from ocean-going vessels by making payments into a remediation account established by the Fund Administrator. The Fund Administrator must award those monies to eligible projects in communities impacted by excess emissions from vessels at berth. The term of this MOU is five years and will automatically be renewed for a five-year term unless terminated sooner. The Air District Board of Directors authorized the Air District to serve as the Fund Administrator for the Bay Area region and participate in the Remediation Fund program on October 19th, 2022. As of June 4th, approximately \$160,000 has accrued in this fund. Funding may be used for projects that provide benefits in communities adjacent to ports and must be evaluated using CARB adopted guidelines from any of the existing state-funded programs. These programs don't have their own dedicated funding source but require use of state guidelines.

VIP Project Eligibility and Incentive Amount | California Air Resources Board For small fleets with 10 or fewer heavy-duty diesel (or qualifying alt fuel) to upgrade to zero-emissions. Key requirements: 1) vehicles must be owned and operated in California 75% of the time for the previous 2 years; 2) old vehicles must have Gross Vehicle Weight Rating (GVWR) of 14,001 pounds or more; and 3) old vehicles must meet minimum annual usage requirement during the previous two 12-month periods in the previous 30 months as allowed in VIP guidelines.

EPA Targeted Airshed Grant (TAG)

The Targeted Airshed Grants program assists local, state, and tribal air pollution control agencies with developing plans and conducting projects to reduce air pollution in nonattainment areas that EPA determines are the top five most polluted areas relative to ozone, annual average fine particulate matter (PM2.5), or 24-hour PM2.5 National Ambient Air Quality Standards (NAAQS). In 2020, the Air District was awarded approximately \$2 million in EPA TAG funding to develop its woodsmoke reduction program that launched in 2024.

Example of other past projects and programs:

Zero-Emission Hydrogen Ferry Demonstration Project – The Air District was awarded \$3 million by CARB in 2018 for the demonstration of the feasibility of hydrogen fuel-cell technology for use in the commercial maritime industry by deploying a zero-emission hydrogen ferry in the San Francisco Bay. Construction on the ferry began in November 2018 in a shipyard in Alameda. Construction was later completed in Seattle following multiple delays, and in March 2023 the ferry arrived in San Francisco Bay and work began to obtain approvals from the Coast Guard for sea trial testing. During this period, staff continued to monitor the project's status and host meetings with CARB and other project partners to review technological, regulatory, and cost challenges experienced by the project sponsor. Additionally, staff executed amendments to the grant agreements with CARB and project sponsor, updating project milestones, disbursement schedule, and deadlines for the draft final report and the final report. On March 29, 2024, staff submitted

the draft final report to CARB and are working to close out this project.

Appendix B: List of Grant Systems Currently in Use and Locations of Data

The systems and tools currently used by the Air District for the management of grant program data include, but are not limited to the following:

- 1. Online Moyer System (see next page for more information):**
 - Used by applicants, grantees, and staff.
 - Supports application intake, evaluation, contracting, grantee annual reporting, and workflow management.
 - Supported programs: Carl Moyer Program, Community Air Protection Incentives, Mobile Source Incentive Fund (MSIF), Funding Agricultural Replacement Measures for Emission Reductions (FARMER), Transportation Fund for Clean Air (TFCA) (on-road projects only), and Goods Movement Programs.

- 2. Alternative Interim Repository (AIR) & Data Tracker:**
 - AIR and Project Data tracker (interim Data System) are internal Apps created using Microsoft PowerApps. AIR was created to replace the TFCA Access Database, and Project Data tracker was initiated to replace one-off sheets and Sharepoint lists.
 - Exclusively used by Air District staff; it does not have a public-facing portal.
 - Functions as a data warehouse, allowing consolidation of a subset of data from different systems, allows collection of key data not currently accepted by one or more systems, and facilitates reporting of data across most programs.
 - Supported programs: Data repository and reporting tool for all programs; Also serves as the primary data management system for the TFCA (all project categories), recently replacing Access databases.

- 3. FLUXX:**
 - Used for application intake, evaluation, contracting, grantee annual reporting, and workflow management.
 - Supported programs: Clean Cars fully utilizes FLUXX, while Volkswagen (VW) Light-duty zero emission vehicle infrastructure (LDI) and Zero-emission freight and marine (ZEFM) programs use this system only for application intake.

- 4. Microsoft Azure Dynamics:**
 - Used for application intake, evaluation, contracting, reimbursement, grantee annual reporting, streamlined processes, and workflow management.
 - Supported program: Clean Heating Efficiently with Electric Technology (HEET) program.

- 5. Microsoft Lists:**
 - Used by staff to track data not collectible by Online Moyer or FLUXX.
 - Helps staff and managers monitor project status and key attributes.
 - Supported programs: Carl Moyer, Community Air Protection Program, State Reserve, MSIF, VW ZEFM, At Berth Remediation.

- 6. Microsoft Excel Spreadsheets:**
 - Used by staff to track data not collectible by Online Moyer, FLUXX, or other systems.

- Primarily assists staff and managers in monitoring project status, detailed notes, staff workloads, and program budgets.
- Supported programs: All programs.

7. Form Assembly:

- Used for application intake and grantee project progress reporting.
- Supported programs: Primarily TFCA and others that don't use Online Moyer system.

8. Microsoft Access:

- Used by staff to track data not collectible by Online Moyer systems
- Helps staff and managers monitor project status and key attributes.
- Supported programs: Primarily Vehicle Buy-back and some legacy TFCA and Goods Movement Program project data.

9. Microsoft Planner:

- Used by staff to communicate internally and route work products (e.g., payments, applications, draft contracts, etc. that are under review).
- Helps send notifications and show in dashboard status of pending items.
- Supported programs: All.

10. Digital project files stored on local drives and hard copy files in storage facilities (pre-2020).

The **Online Moyer System** was built in 2009-2010 and provides the following functionality. The new system must include all these features, with optimization and improvements wherever possible. The ability to run cost-effectiveness calculations, which are performed by the current system are desirable, but not required if including this feature would involve significant cost.

The Online Moyer System allows applicants/grantees to:

- Create an account for their organization.
- Authorize third-party vendors to access and edit their application (note that third parties cannot create or submit applications on behalf of the applicant).
- Save, exit, edit, delete, and complete proposals before submission. Proposals can cover one or more units, and the system collects relevant field data based on the selected project category.
- Attach necessary supporting documents.
- Electronically sign and submit proposals.
- View the status of submitted proposals.
- Generate a PDF of their application after submission.
- Edit proposals that have been unlocked or authorized by District staff.
- Implement limited data validation, issuing warnings if users leave required fields incomplete.
- Submit annual project reports throughout the project lifecycle.
- Receive automatic notices (e.g., confirming account creation and application submission).

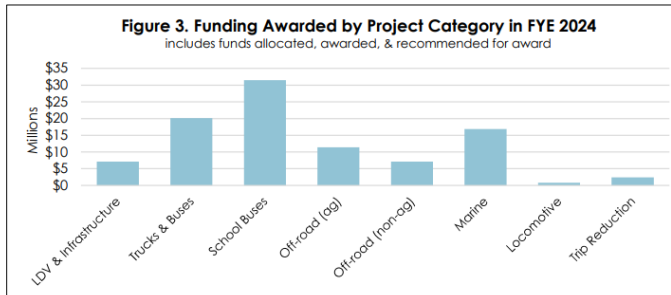
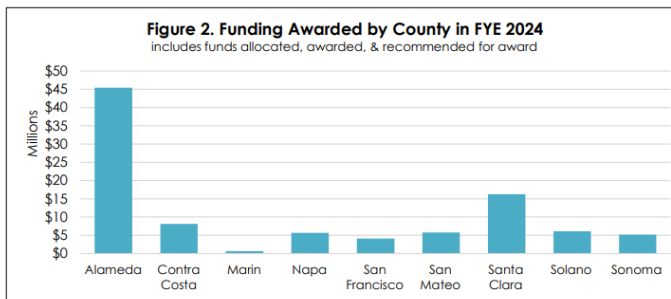
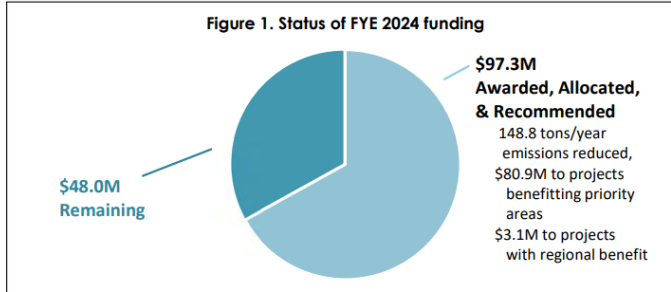
The Online Moyer System Allows Staff To:

- Manage projects without paper files.
- Quickly access and search for project files.
- Attach emails and associated attachments to project records.
- Review proposals electronically, providing better assistance during application progress.
- Allow manual entry of unique projects (e.g., shore power).
- **Calculate project cost-effectiveness (based on hours, miles, or fuel data). Note that this capability is not a requirement for the new system.**
- View calculations (formulas populated with staff input as read-only pop-up windows). *Note, in the new GMS, these values would be imported from CARB's CARL Online Reporting system.*
- Access older projects evaluated under different guideline methodologies.
- Generate inspection forms as Word documents.
- Draft contracts from proposal data using a mail-merge function.
- Track project payment information.
- Manage workflow between staff, supervisors (1st reviewer), and managers (2nd reviewer) by routing documents for electronic review.
- Open calls for one or more types of project categories (e.g., on-road, school bus, marine, off-road, etc.).
- Allow staff to enter applications submitted as hard copies.
- Filter and sort projects, view project payment information.
- Attach staff notes from application reviews to project files.
- Receive annual report forms and data from grantees electronically.
- Prepare data for import/export from/to CARL, a CARB system
- Prepare data for review or export for various reporting purposes.
- Access project files remotely from a district laptop behind the firewall.

Appendix C: Example of a Dashboard and a Report

ATTACHMENT 3
Funding Facts and Figures
7/1/23 through 6/13/24

Funding Sources: Carl Moyer Program, Transportation Fund for Clean Air, Mobile Source Incentive Fund, FARMER, and Community Air Protection Incentives



Sample Table showing list of projects awarded and allocated during a specific time period.

ATTACHMENT 2
All Projects
Awarded and Allocated Between 7/1/23 and 6/13/24

Funding Sources: Carl Moyer Program, Transportation Fund for Clean Air, Mobile Source Incentive Fund, FARMER, and Community Air Protection Incentives

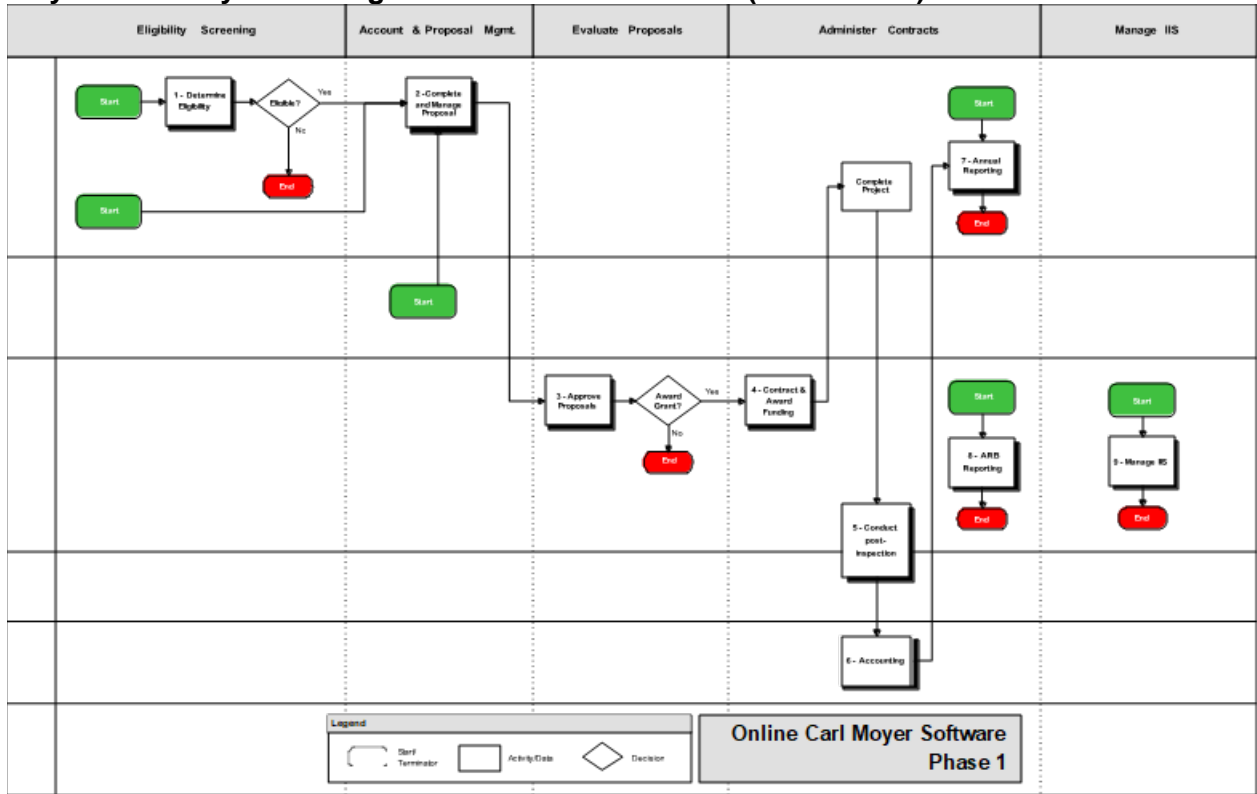
Click on the table to view complete spreadsheet. For an overview or additional data, see the data page and/or the spreadsheet in the report appendix.

Project ID	Applicant Name	Project Category	Project Description	Proposed Contract Amount	Number of Engines	Emissions Reductions (2023-2024)			County	Award/FY23 Approved Date	Benefits Review Status	Proposed Funding Source
						MPG	MMBtu	PM				
EM0103	[REDACTED]	Ag off-road	Replace one Tier 2 tractor with a Tier 4 diesel powertractor	\$ 75,000	1	0.00	0.00	0.00	Sanoma	03/09/24	Yes	2
EM0101	[REDACTED]	Ag off-road	Replace one Tier 2 tractor with a Tier 4 diesel powertractor	\$ 11,000	1	0.00	0.00	0.00	Sanoma	4/23/24	Yes	2
EM0106	[REDACTED]	Ag off-road	Replace one Tier 2 tractor with one Tier 4 diesel powertractor	\$ 150,000	1	0.00	0.00	0.00	Marina	4/23/24	Yes	2
EM0115	[REDACTED]	Ag off-road	Replace one Tier 2 tractor with one Tier 4 diesel power tractor and one Tier 4 tractor with a Tier 4 diesel powertractor	\$ 200,000	3	0.00	0.00	0.00	Marina	4/23/24	Yes	2
EM0114	[REDACTED]	Ag off-road	Replace one Tier 2 tractor with a Tier 4 diesel powertractor	\$ 90,000	1	0.00	0.00	0.00	Sanoma	4/23/24	Yes	2
EM0111	[REDACTED]	Ag off-road	Replace one Tier 2 agricultural tractor with a Tier 4 diesel power agricultural tractor	\$ 100,000	1	0.00	0.00	0.00	Sanoma	4/11/24	Yes	2
EM0116	[REDACTED]	Ag off-road	Replace one Tier 2 tractor with a Tier 4 diesel power tractor and one Tier 4 tractor with a Tier 4 diesel powertractor	\$ 100,000	2	0.00	0.00	0.00	Marina	4/11/24	Yes	2
EM0107	[REDACTED]	Ag off-road	Replace one Tier 2 tractor with a Tier 4 diesel power tractor	\$ 30,000	1	0.00	0.00	0.00	Marina	4/11/24	Yes	2
EM0112	[REDACTED]	Ag off-road	Replace one Tier 2 tractor with a Tier 4 diesel powertractor	\$ 110,000	1	0.00	0.00	0.00	Sanoma	4/11/24	Yes	2
EM0114	[REDACTED]	Off-road	Replace one Tier 2 utility vehicle with a Tier 4 diesel power tractor and a Tier 4 utility vehicle with a Tier 4 diesel power tractor	\$ 3,000,000	5	01,047	3,100	1,304	Alameda/Contra Costa/Calaveras	1/30/24	Yes	2
EM0102	[REDACTED]	Ag off-road	Replace one Tier 2 tractor with a Tier 4 diesel power tractor and one Tier 4 tractor with a Tier 4 diesel power tractor	\$ 875,000	2	2,037	0,100	0,174	Sanoma	1/30/24	Yes	2
EM0118	[REDACTED]	Ag off-road	Replace one Tier 2 tractor with a Tier 4 diesel power tractor and one Tier 4 tractor with a Tier 4 diesel power tractor	\$ 300,000	2	1,400	0,100	0,095	Sanoma/Clara	1/30/24	Yes	2
EM0108	[REDACTED]	Marine	Replace one outboard motor with a Tier 4 diesel power outboard motor and one outboard motor with a Tier 4 diesel power outboard motor	\$ 1,100,000	2	0.00	0.00	0.00	Marina/Alameda/Contra Costa/Santa Clara	1/30/24	Yes	2
EM0104	[REDACTED]	Light Duty (GV) Vehicles	Vehicle retrofits under the Vehicle Buy Back program	\$ 775,000	607	0.00	0.00	0.00	AK	04/01/2023	Yes	2
Totals				\$ 7,000,000	700	121.1	121.1	5.2				

1. Applicant Funding Source includes (1) Transportation Fund for Clean Air, (2) FARMER, FARMER and Community Air Protection Programs, (3) Mobile Source Incentive Fund, (4) FARMER, and Community Air Protection Incentives.
2. The actual funding source is not always the same as the funding source listed in the Project Funding Source field as a result of various state and federal program rules and funding source accounting methods.
3. Funds that are allocated to these projects and programs are made available at the discretion of the awarding authority.
4. Funds that are allocated to these projects and programs are made available at the discretion of the awarding authority.
5. Funds that are allocated to these projects and programs are made available at the discretion of the awarding authority.

Appendix D: Sample Screenshots of Online Moyer System

Moyer Online System – High level Process Workflow (Screenshot)



Moyer Online System – Application Portal (sample screenshots)

Initial Login page



Account Login
Returning User? Please log in.

Username

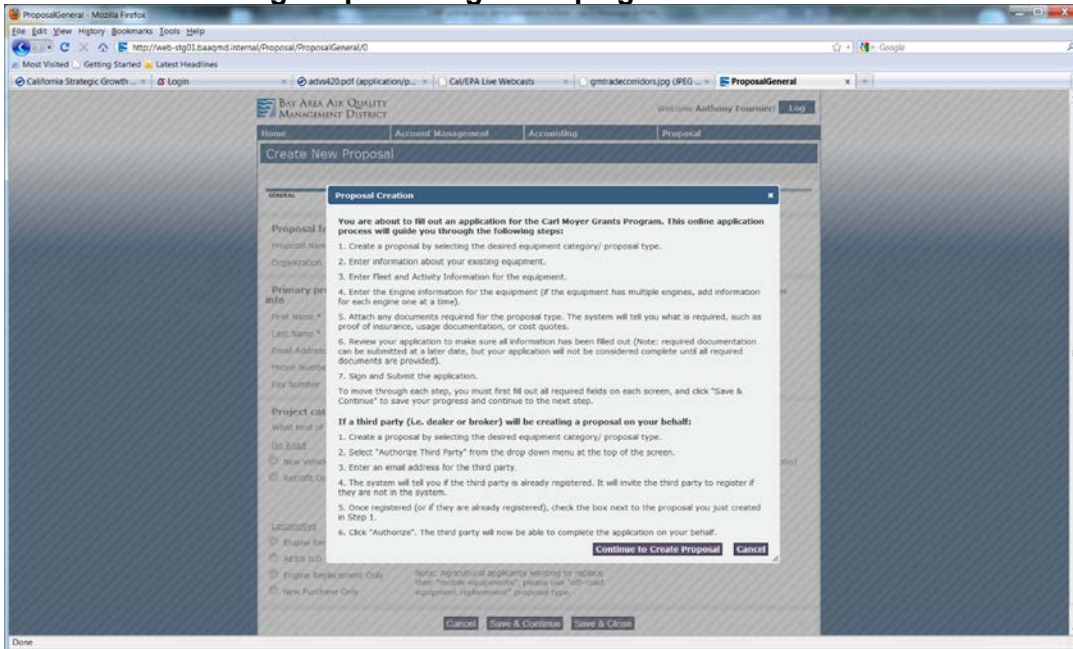
Password

Log In

[Forgot Password](#)

[New User? Please create an account.](#)

Create New Funding Proposal Page – steps guideline



Create New Funding Proposal – Entry page

Home Account Management Proposal

Create New Proposal

GENERAL Equipment Fleet & Activity Impacted Community Engine & Activity Attachment

Proposal Info

Proposal Name *

Organization

Primary proposal contact info

First Name *

Last Name *

Email Address *

Phone Number *

Fax Number

Person authorized to sign contracts for Organization Same as primary.

First Name *

Last Name *

Email Address *

Phone Number *

Fax Number

Mailing Address Update Organization's Mailing Address.

Street address/ PO Box * Street Address Line 2

City * State *

County * Zip *

Project Category

What kind of project would you like to apply for?

Project Category *

Project Subcategory *

Note: Agricultural applicants wanting to replace their "mobile equipment", please use "off-road equipment replacement" proposal type.

General Information

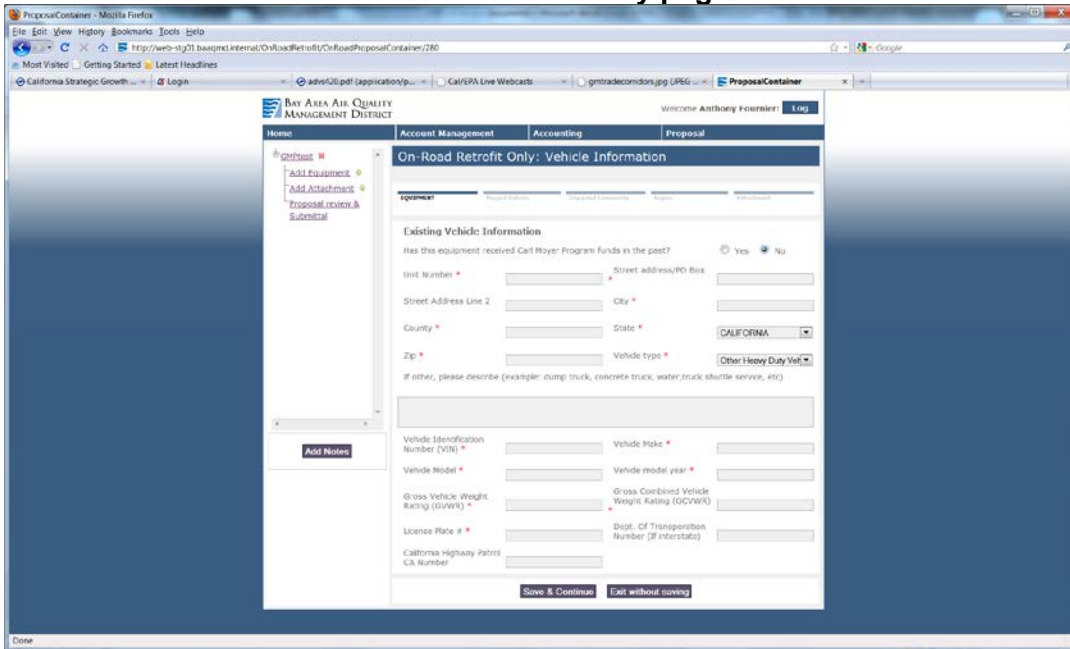
Infrastructure costs associated with the purchase of zero-emission equipment may be eligible for partial grant funding. Does this project involve the purchase of fueling or electric charging infrastructure? Is infrastructure associated with Zero-emission vehicle (ZEV) or alt-fuel equipment project? *

Yes No

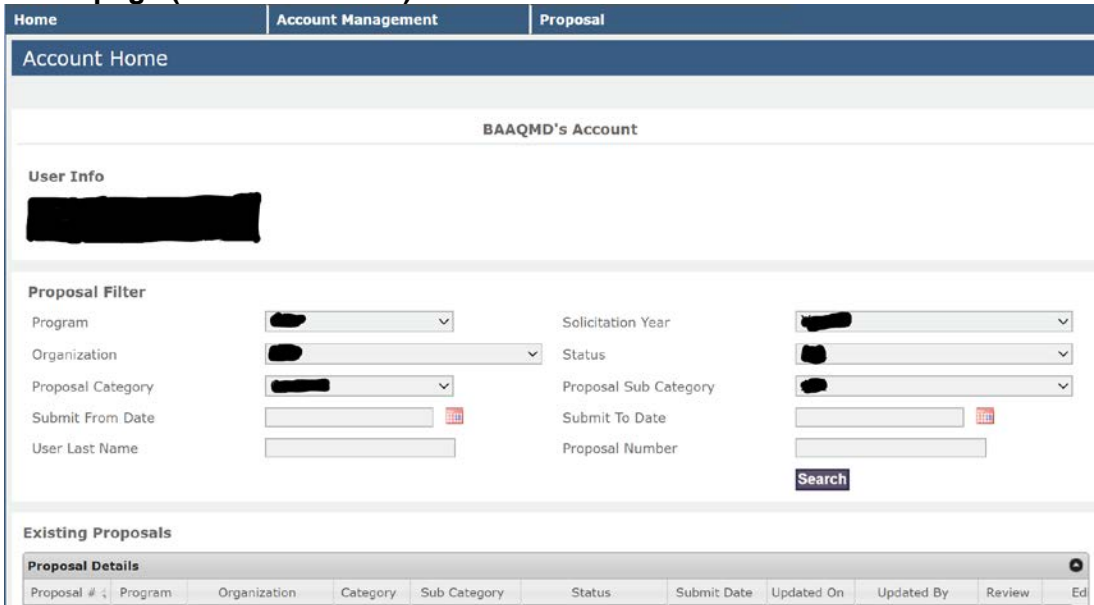
Total project cost (all equipment and infrastructure) *

Cancel Save & Continue Save & Close

On-Road Retrofit – Vehicle Information – Entry page



Home page (For Internal Use)



Data Export page

Home	Account Management	Proposal
----------------------	------------------------------------	--------------------------

CARL Export

Select Export Criteria

Export CMP Funding Year *

Project Category



Off Road
 Marine
 On Road
 School Bus



Generate Spreadsheet

Admin Report
 Equipment & Engine Details

Export

GMOD Export

Submit From Date  Status 

Submit To Date  Proposal Sub Category 

Export

Annual Reporting Data Export



Report Start Year Report End Year



As system generates report starting from 'Start Year' (e.g. 2012) back to 'End Year' (e.g. 2010), 'Report End Year' must be less than or equal to 'Report Start Year'.



Export

All Data Export

Select Export Criteria

Program  Status 

Proposal Category  Proposal Sub Category 

Submit From Date  Submit To Date 

Export All Data **Export CNG Data** **Export Additional Funding Sources**

Appendix E: Features and Functionalities Matrix

Table 2 below is categorized by various required and desired features and functionalities. It is not expected that the proposed solution will be able to provide all the features and functionalities specified. The table will be used to evaluate a firm's proposed solution and facilitate the selection of a solution that best meets the Air District's needs.

In the 'Response' column of Table 2, please enter one of the possible responses listed in Table 1 below. An omitted response or a deviation from the possible responses will be construed to be a "No" response. Include or add any comments and/or clarifications in the 'Comments' column.

Table 1: Possible Responses

Response	Definition
Yes	This is a standard feature/functionality that currently exists and can be demonstrated.
Pending	This feature/functionality is in development and scheduled for future release at no additional cost prior to or post implementation. Provide the estimated release date.
Extra	This feature/functionality can be modified and/or customized at an additional cost. Provide the total cost for the modification/customization.
No	This feature/functionality is not supported and/or will not be provided.

Table 2: Features and Functionalities

Req ID	Features and Functionalities	Response	Comments
Business Processes			
1	Integration or easy transfer of information (import/export) required with Microsoft 365, CARL Reporting Online System, existing Air District systems including JDE, DocuSign, Hyland OnBase, and Qestica.		
2	Analytics and Reporting to support informed decisions by Air District staff.		

3	Customer support features for users to access helpful resources and to contact the Air District.		
4	Notification system that automates issuing of email notifications or other alert methods.		
5	Offline Capability with at least limited functionality to offline users and syncing of data when reconnected.		
6	Performance that supports acceptable response times and manages concurrent users.		
7	Scalability and ability to handle increased data volumes and user loads.		
8	Search functionality to provide users with efficient search capabilities.		
9	Training and on-going support for Air District staff on system configuration and best practices.		
Functional and Technical Requirements			
1	Ability to configure GMS to align with Air District's workflows, user roles, permissions, and reporting needs.		
2	Test environment or sandbox, where changes can be deployed and validated before pushing to production.		
3	Grant Program Website/Portal showing all open opportunities with links to the application page.		
	Web-Based Portal for applicants/grantees to register and create user accounts; submit applications and required documentation; submit reimbursement requests and annual reports; and manage individual profiles and project accounts.		
4	Web-Based Portal for Grants Program Staff to open and close requests for applications or notices of funding opportunities, review and process applications and reimbursement requests, document inspections and project monitoring data; create contracts and amendments using approved		

	templates; see program metrics at-a-glance via dashboards and create custom queries.		
5	Multi-Lingual browser compatibility for public facing pages.		
6	Data Validation of user inputs to ensure data accuracy, prevent errors, and streamline information intake process from users.		
7	Provide error handling with clear error messages and allow users to resolve issues.		
8	Enable smooth workflow process by supporting submittal function for applicants, grantees and staff.		
9	Workflows that can streamline and automate routine administrative processes to support multiple levels of review for application materials and reimbursement requests, inspection processes, grantee reporting, contracting and amendment processes, etc.		
10	Notifications and Alerts to streamline workflow processes, send to users to confirm receipt of submitted application and alerts to keep users informed of critical milestones, deadlines, and workflow progress.		
11	User Authentication to validate user credentials for the system; and recover data.		
12	User Registration that allows users to create accounts with passwords and emails, that can be created and managed by applicants and staff with appropriate roles and permissions.		
13	User Roles and permissions that can be updated by an Air District Systems Administrator. User roles and permissions with varying access levels for different user roles such as staff, reviewers, and administrators.		

14	Customer Relationship Management of applicants, grantees, facilities, projects, equipment, engines (for marine projects), and attributes of non-vehicle or equipment project types (e.g., trip reduction, wood smoke device change outs, electric charging stations, etc.), and funding sources.		
15	Internal and external communications management that facilitates and stores information exchanges between grantees/applicants and Air District staff and among internal staff users.		
16	Budget Tracking with updates to program level budgets based on changes in project-level budget in real-time.		
17	Grant program fiscal management including management of each grant program and real-time updates to funding source budgets as changes are made at the project level.		
18	Reporting and dashboards that are customizable to provide real-time insights into projects, funding sources, and key performance indicators. The GMS supports ad-hoc query generation and data aggregation across all programs including the ability to export data to other formats.		
19	Document Management features allowing users to upload, manage, update and version control documents securely. Facilitate generation of Adobe Acrobat PDF documents, and export capability to Hyland OnBase.		
20	Data restatement/reprocessing ability to remap and restate/reprocess historical data per changes in business mapping/requirements.		

21	Data Retention capability of 3-10 years for the Air District's records related to grants, and 35 years for projects funded by the Goods Movement Program.		
22	Audit logs to enable ease of Audit by logging information on the updates done on the various forms with timestamp details. The information should be easily retrievable when required.		
23	Ability to display grant project locations visually or integrate with external mapping software.		
Compliance, Data, and Security Standards			
1	GMS adheres to industry security standards and complies with relevant regulations including data encryption, access controls, and regular security audits.		
	GMS meets Americans with Disabilities Act (ADA) requirements and ensures accessibility across multiple platforms and browser types, including desktop and mobile devices.		
2	GMS supports OAuth 2.0 and OpenID Connect for secure and modern authentication and authorization.		
3	GMS supports SAML 2.0 federation, including IDP-initiated and SP-initiated SSO/SAML.		
4	GMS supports Multi-Factor Authentication (MFA) and/or Single Sign-On (SSO) through the Microsoft Azure Platform.		
5	GMS offers integration via GraphQL API for flexible and efficient querying capabilities, as well as REST API and ION API.		
6	GMS supports data exchange via secure webhooks and SFTP with delimited files.		
7	GMS supports integration with cloud-based enterprise service buses (ESB) and integration platforms as a service (iPaaS).		

8	Data is stored in US-based data centers and data is available in multiple data centers, periodically backed up. Support personnel/engineers are US-based, ensuring compliance with data sovereignty regulations.		
9	GMS adheres to and complies with NIST 800-53 security controls and best practices. GMS supports end-to-end data encryption for rest and transit data using modern encryption standards such as AES-256.		
10	GMS has the ability to auto-scale based on demand and offer high availability (HA) and disaster recovery (DR) capabilities.		
11	GMS supports containerization and orchestration using technologies like Docker and Kubernetes for efficient deployment and management.		
12	GMS follows WCAG 2.1 guidelines to ensure accessibility for all users.		
13	GMS provides a responsive design that works seamlessly across different devices and screen sizes.		
14	GMS offers real-time monitoring and alerting capabilities, integrating with platforms like Prometheus, Grafana, or ELK stack.		
15	GMS integrates with analytics platforms such as Power BI.		