



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

BOARD OF DIRECTORS
EXECUTIVE COMMITTEE MEETING

COMMITTEE MEMBERS

LIZ KNISS – CHAIR
TERESA BARRETT
CAROLE GROOM
MARK ROSS
BRAD WAGENKNECHT

DAVID E. HUDSON – VICE CHAIR
JOHN GIOIA
KAREN MITCHOFF
JIM SPERING

MONDAY
OCTOBER 16, 2017
9:30 A.M.

1ST FLOOR BOARD ROOM
375 BEALE STREET
SAN FRANCISCO, CA 94105

AGENDA

1. **CALL TO ORDER - ROLL CALL – PLEDGE OF ALLEGIANCE**

The Committee Chair shall call the meeting to order and the Clerk of the Boards shall take roll of the Committee members. The Committee Chair shall lead the Pledge of Allegiance.

2. **PUBLIC COMMENT ON NON-AGENDA MATTERS**

(Public Comment on Non-Agenda Items Pursuant to Government Code § 54954.3) Members of the public are afforded the opportunity to speak on any agenda item. All agendas for regular meetings are posted at Air District headquarters, 375 Beale Street, San Francisco, CA, 94105, and at the Air District's website at least 72 hours in advance of a regular meeting. At the beginning of the regular meeting agenda, an opportunity is also provided for the public to speak on any subject within the Committee's subject matter jurisdiction. Speakers will be limited to three (3) minutes each.

This meeting will be webcast. To see the webcast, please visit <http://www.baaqmd.gov/about-the-air-district/board-of-directors/resolutionsagendasminutes> at the time of the meeting. Closed captioning may contain errors and omissions, and are not certified for their content or form.

Staff/Phone (415) 749-

3. **APPROVAL OF THE MINUTES OF JULY 31, 2017**

Clerk of the Boards/5073

The Committee will consider approving the draft minutes of the Executive Committee meeting of July 31, 2017.

4. **UPDATE ON WILDFIRES**

J. Broadbent/5052
jbroadbent@baaqmd.gov

The Committee will receive an update regarding staff's response, actions, and future issues related to the numerous fires burning and impacting the region.

5. **HEARING BOARD QUARTERLY REPORT: JULY – SEPTEMBER 2017**

V. Armento/5073
valeriearmento@yahoo.com

The Hearing Board Chair will present the Hearing Board Quarterly Report for the period of July through September 2017.

6. **BAY AREA REGIONAL COLLABORATIVE (BARC) UPDATE**

J. Broadbent/5052
jbroadbent@baaqmd.gov

The Committee will receive an update by BARC Director, Allison Brooks, on the activities of the Bay Area Regional Collaborative.

7. **CONTRACT AWARD FOR RECORDS MANAGEMENT SYSTEM PROCUREMENT AND IMPLEMENTATION**

J. Broadbent/5052
jbroadbent@baaqmd.gov

The Committee will consider recommending the Board of Directors authorize the Executive Officer/APCO to execute a contract with Xerox, Inc., in an amount not to exceed \$650,000 for a Records Management System.

8. **COMMITTEE MEMBER COMMENTS / OTHER BUSINESS**

Any member of the Committee, or its staff, on his or her own initiative or in response to questions posed by the public, may ask a question for clarification, make a brief announcement or report on his or her own activities, provide a reference to staff regarding factual information, request staff to report back at a subsequent meeting concerning any matter or take action to direct staff to place a matter of business on a future agenda. (Gov't Code § 54954.2).

9. **TIME AND PLACE OF NEXT MEETING**

Monday, November 20, 2017, Bay Area Air Quality Management District Office, 375 Beale Street, San Francisco, California 94105 at 9:30 a.m.

10. **ADJOURNMENT**

The Committee meeting shall be adjourned by the Committee Chair.

CONTACT:

MANAGER, EXECUTIVE OPERATIONS
375 BEALE STREET, SAN FRANCISCO, CA 94105
mmartinez@baaqmd.gov

(415) 749-5016
FAX: (415) 928-8560
BAAQMD homepage:
www.baaqmd.gov

- To submit written comments on an agenda item in advance of the meeting. Please note that all correspondence must be addressed to the “Members of the Executive Committee” and received at least 24 hours prior, excluding weekends and holidays, in order to be presented at that Board meeting. Any correspondence received after that time will be presented to the Board at the following meeting.
- To request, in advance of the meeting, to be placed on the list to testify on an agenda item.
- Any writing relating to an open session item on this Agenda that is distributed to all, or a majority of all, members of the body to which this Agenda relates shall be made available at the District’s offices at 375 Beale Street, Suite 600, San Francisco, CA 94105, at the time such writing is made available to all, or a majority of all, members of that body.

Accessibility and Non-Discrimination Policy

The Bay Area Air Quality Management District (Air District) does not discriminate on the basis of race, national origin, ethnic group identification, ancestry, religion, age, sex, sexual orientation, gender identity, gender expression, color, genetic information, medical condition, or mental or physical disability, or any other attribute or belief protected by law.

It is the Air District’s policy to provide fair and equal access to the benefits of a program or activity administered by Air District. The Air District will not tolerate discrimination against any person(s) seeking to participate in, or receive the benefits of, any program or activity offered or conducted by the Air District. Members of the public who believe they or others were unlawfully denied full and equal access to an Air District program or activity may file a discrimination complaint under this policy. This non-discrimination policy also applies to other people or entities affiliated with Air District, including contractors or grantees that the Air District utilizes to provide benefits and services to members of the public.

Auxiliary aids and services including, for example, qualified interpreters and/or listening devices, to individuals who are deaf or hard of hearing, and to other individuals as necessary to ensure effective communication or an equal opportunity to participate fully in the benefits, activities, programs and services will be provided by the Air District in a timely manner and in such a way as to protect the privacy and independence of the individual. Please contact the Non-Discrimination Coordinator identified below at least three days in advance of a meeting so that arrangements can be made accordingly.

If you believe discrimination has occurred with respect to an Air District program or activity, you may contact the Non-Discrimination Coordinator identified below or visit our website at www.baaqmd.gov/accessibility to learn how and where to file a complaint of discrimination.

Questions regarding this Policy should be directed to the Air District’s Non-Discrimination Coordinator, Rex Sanders, at (415) 749-4951 or by email at rsanders@baaqmd.gov.

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT
375 BEALE STREET, SAN FRANCISCO, CALIFORNIA 94105
FOR QUESTIONS PLEASE CALL (415) 749-5016 or (415) 749-4941**

**EXECUTIVE OFFICE:
MONTHLY CALENDAR OF AIR DISTRICT MEETINGS**

OCTOBER 2017

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Executive Committee <i>(Meets on the 3rd Monday of each Month)</i>	Monday	16	9:30 a.m.	1 st Floor Board Room
Board of Directors Stationary Source Committee <i>(Meets on the 3rd Monday of each Month)</i> - CANCELLED	Monday	16	10:30 a.m.	1 st Floor Board Room
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i>	Wednesday	18	9:45 a.m.	1 st Floor Board Room
Board of Directors Budget & Finance Committee <i>(Meets on the 4th Wednesday of each Month)</i> - CANCELLED	Wednesday	25	9:30 a.m.	1st Floor, Yerba Buena Room #109
Board of Directors Mobile Source Committee <i>(Meets on the 4th Thursday of each Month)</i>	Thursday	26	9:30 a.m.	1 st Floor Board Room
Advisory Council Mtg. <i>(Meets on Monday Quarterly)</i>	Monday	30	10:00 a.m.	1 st Floor Board Room

NOVEMBER 2017

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i>	Wednesday	1	9:45 a.m.	1 st Floor Board Room
Board of Directors Nominating Committee <i>(At the Call of the Chair)</i>	Wednesday	15	9:30 a.m.	1 st Floor Board Room
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i>	Wednesday	15	9:45 a.m.	1 st Floor Board Room
Board of Directors Climate Protection Committee <i>(Meets on the 3rd Thursday of every other Month)</i>	Thursday	16	9:30 a.m.	1 st Floor Board Room
Board of Directors Executive Committee <i>(Meets on the 3rd Monday of each Month)</i>	Monday	20	9:30 a.m.	1 st Floor Board Room
Board of Directors Stationary Source Committee <i>(Meets on the 3rd Monday of each Month)</i>	Monday	20	10:30 a.m.	1 st Floor Board Room

NOVEMBER 2017

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Budget & Finance Committee <i>(Meets on the 4th Wednesday of each Month)</i>	Wednesday	22	9:30 a.m.	1st Floor, Yerba Buena Room #109
Board of Directors Mobile Source Committee <i>(Meets on the 4th Thursday of each Month)</i> - CANCELLED AND RESCHEDULED TO THURSDAY, DECEMBER 7, 2017 AT 9:30 A.M. IN THE YERBA BUENA CONFERENCE ROOM, 1 ST FLOOR	Thursday	23	9:30 a.m.	1 st Floor Board Room

DECEMBER 2017

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i>	Wednesday	6	9:45 a.m.	1 st Floor Board Room
Board of Directors Mobile Source Committee <i>(Meets on the 4th Thursday of each Month)</i>	Thursday	7	9:30 a.m.	1st Floor, Yerba Buena Room #109
Board of Directors Executive Committee <i>(Meets on the 3rd Monday of each Month)</i>	Monday	18	9:30 a.m.	1 st Floor Board Room
Board of Directors Stationary Source Committee <i>(Meets on the 3rd Monday of each Month)</i>	Monday	18	10:30 a.m.	1 st Floor Board Room
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i>	Wednesday	20	9:45 a.m.	1 st Floor Board Room
Board of Directors Budget & Finance Committee <i>(Meets on the 4th Wednesday of each Month)</i>	Wednesday	27	9:30 a.m.	1st Floor, Yerba Buena Room #109
Board of Directors Mobile Source Committee <i>(Meets on the 4th Thursday of each Month)</i>	Thursday	28	9:30 a.m.	1 st Floor Board Room

HL - 9/28/17 - 4:00 p.m.

G/Board/Executive Office/Moncal

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson Liz Kniss and Members
of the Executive Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: October 2, 2017

Re: Approval of the Minutes of July 31, 2017

RECOMMENDED ACTION

Approve the attached draft minutes of the Executive Committee (Committee) meeting of July 31, 2017.

DISCUSSION

Attached for your review and approval are the draft minutes of the Committee meeting of July 31, 2017.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Marcy Hiratzka
Reviewed by: Maricela Martinez

Attachment 3A: Draft Minutes of the Committee Meeting of July 31, 2017

AGENDA: 3A – ATTACHMENT

Draft Minutes – Executive Committee Meeting of July 31, 2017

Bay Area Air Quality Management District
375 Beale Street, Suite 600
San Francisco, California 94105
(415) 749-5073

DRAFT MINUTES

Summary of Board of Directors
Executive Committee Meeting
Monday, July 31, 2017

1. CALL TO ORDER – ROLL CALL

Executive Committee (Committee) Vice Chairperson, David Hudson, called the meeting to order at 9:30 a.m.

Roll Call:

Present: Vice Chairperson David Hudson; and Directors Teresa Barrett, Carole Groom, Karen Mitchoff, Mark Ross, and Brad Wagenknecht.

Absent: Committee Chairperson Liz Kniss; and Directors John Gioia and Jim Spering.

Also Present: None.

2. PUBLIC COMMENT ON NON-AGENDA MATTERS

No requests received.

3. APPROVAL OF THE MINUTES OF FEBRUARY 22, 2017

Public Comments:

No requests received.

Committee Comments:

None.

Committee Action:

Director Mitchoff made a motion, seconded by Director Wagenknecht, to approve the minutes of February 22, 2017; and the motion carried by the following vote of the Committee:

AYES: Barrett, Groom, Hudson, Mitchoff, Ross, and Wagenknecht.
NOES: None.
ABSTAIN: None.

ABSENT: Gioia, Kniss, and Spering.

4. HEARING BOARD QUARTERLY REPORT: JANUARY – MARCH 2017 AND APRIL – JUNE 2017

Hearing Board Chairperson, Valerie J. Armento, Esq., presented this report.

Public Comments:

No requests received.

Committee Comments:

None.

Committee Action:

None; receive and file.

5. TECHNOLOGY IMPLEMENTATION OFFICE (TIO) UPDATE (OUT OF ORDER, ITEM 6)

Jack Broadbent, Executive Officer/Air Pollution Control Officer, introduced Damian Breen, Deputy Air Pollution Control Officer, who introduced Dr. Ranyee Chiang, the District's new Technology Implementation Officer, who gave the staff presentation *Technology Implementation Office: Strategic Planning*, including: TIO; TIO team and collaborators; TIO strategic planning activities; Fiscal year Ending (FYE) 2018 Approved Budget; next steps: establish TIO principles; and questions.

Public Comments:

No requests received.

Committee Comments:

The Committee and staff discussed the types of projects that the TIO foresees pursuing and technological priorities; the U.S. Department of Energy's interest in autonomous vehicles and smart cities; how the TIO plans to evaluate and adopt new technology and their funding options; whether regulated industries could be financial partners; the difference between the Bay Area Air District's TIO and the South Coast Air District's Technology Advancement Office; sending the TIO with the counties' Congestion Management Authorities to speak to the Department of Energy to advocate for additional funds for electric vehicle and enhanced mobility programs; using District Strategic Incentive Division funds leverage Cap and Trade program funding for advanced vehicle demonstration projects; and the need for additional funds for regulatory stationary source facilities.

Committee Action:

None; receive and file.

6. CONTRACT AWARD FOR SPARE THE AIR WEBSITE REDESIGN (ITEM 5)

Jean Roggenkamp, Deputy Executive Officer, introduced Lisa Fasano, Communications Officer, who gave the staff presentation *Contract Award for Spare the Air Website Redesign*, including: background; request for proposal responses; evaluation; and staff recommendation.

Public Comments:

No requests received.

Committee Comments:

The Committee and staff discussed the individual proposal category scores; and the fact that the Committee has been pleased with Cylogy, Inc.’s performance in previous contracts.

Committee Action:

Director Groom made a motion, seconded by Director Ross, to authorize the Executive Officer/APCO to execute a contract with Cylogy, Inc. in the amount of \$300,000 for website upgrades, architecture, rebuild, and design services for the Spare the Air website; and the motion carried by the following vote of the Committee:

AYES: Barrett, Groom, Hudson, Mitchoff, Ross, and Wagenknecht.
NOES: None.
ABSTAIN: None.
ABSENT: Gioia, Kniss, and Spering.

7. UPDATE ON MY AIR ONLINE PERMITTING AND COMPLIANCE SYSTEM

Jaime Williams, Director of Engineering, gave the staff presentation *Online Permitting and Compliance System Update*, including: agenda; My Air Online mission and vision and program components; Permitting and Compliance System current features; permitting coverage to date; 2017 Fiscal Year (FYE) accomplishments: permit applications revenue; permit renewals and revenue; online complaints; wood smoke complaint processing and website navigation; asbestos renovation/demolition process; asbestos job evaluations and inspections; 2017/2018 Compliance and Enforcement goals; and permitting program goals; complex facility strategy and plan progress, and emissions reporting.

Public Comments:

No requests received.

Committee Comments:

The Committee and staff discussed the spike in permit renewal revenue (invoice fees) in July 2016; the need for graph and chart legends; appreciation of the District providing a place for the public to lodge their complaints online; and acknowledgement of much progress since receiving the last report on this topic.

Committee Action:

None; receive and file.

8. COMMITTEE MEMBER COMMENTS / OTHER BUSINESS (ITEM 9)

Mr. Broadbent introduced Judith Cutino, who was promoted from Supervising Air Quality Engineer to Acting Health Officer until the six-month recruitment for the position has concluded.

CLOSED SESSION (commenced at 10:24 a.m.)

9. CONFERENCE WITH LABOR NEGOTIATIONS (Government Code § 54957.6(a)) (ITEM 8)

*Agency Negotiators: Jack P. Broadbent, Executive Officer/APCO
Rex Sanders, Director of Administrative Resources*

Employee Organization: Bay Area Air Quality Employee's Association, Inc.

Public Comments:

Public comments were made by Chris Coelho, Bay Area Air Quality Employee Association, Inc. President.

Committee Comments:

The Committee and staff discussed the contract's retroactive effective date of July 1, 2017.

Committee Action:

Committee Vice Chair Hudson reported that the Committee voted unanimously to recommend staff's recommendation of accepting the proposed contract to the Board of Directors.

OPEN SESSION (commenced at 10:51 a.m.)

10. TIME AND PLACE OF NEXT MEETING

Monday, September 18, 2017, Bay Area Air Quality Management District Office, 375 Beale Street, San Francisco, California 94105 at 9:30 a.m.

11. ADJOURNMENT

The meeting adjourned at 10:52 p.m.

Marcy Hiratzka
Clerk of the Boards

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson Liz Kniss and Members
of the Executive Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: October 11, 2017

Re: Update on Wildfires

RECOMMENDED ACTION

None; receive and file.

BACKGROUND

On Sunday, October 8, 2017, multiple wildfires developed overnight in the North Bay counties that spread rapidly through several rural and suburban areas. Heavy smoke from these wildfires caused unhealthy air quality throughout the region and the strong northerly winds caused the smoke to move into other parts of the Bay Area. Multiple agencies, including fire and sheriff departments from different parts of the region, as well as the California Highway Patrol and the California National Guard, responded, but have not been able to completely control the situation. Different types of materials from open areas and thousands of residential and commercial structures have burned to the ground. Residents and hospital patients in areas affected by the different fires were evacuated because of safety concerns. Governor Brown declared a State of Emergency in the following counties: Napa, Sonoma, Solano, Yuba, Butte, Lake, Mendocino, Nevada and Orange.

DISCUSSION

Staff will discuss our response, actions and potential future issues related to the numerous fires burning and impacting the region.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Wayne Kino
Reviewed by: Jeff McKay

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson Liz Kniss and Members
of the Executive Committee

From: Chairperson Valerie J. Armento, Esq., and Members
of the Hearing Board

Date: October 2, 2017

Re: Hearing Board Quarterly Report: July – September 2017

RECOMMENDED ACTION

None; receive and file.

DISCUSSION

During the third calendar quarter of 2017 (July - September), the Hearing Board:

- Held one Hearing; and
- Processed a total of one Order; and
- Collected a total of \$0.00 in filing fees.

Below is a detail of Hearing Board activity during the same period:

Location: San Mateo County; City of South San Francisco

Docket: 3700 – APCO vs. Manuel Campos, et al - *Accusation*

Regulation(s): Regulation 2, Rule 1

Synopsis: Respondents have owned or operated an auto body facility in South San Francisco, California where they conduct motor vehicle refinishing operations, for which they must hold a District permit to operate, pursuant to District Regulation 2, Rule 1. Since at least January 2006, Respondents operated the facility without a valid or current permit, despite their knowledge of the permit requirements. Complainant sought an order that Respondents cease conducting these operations until they obtain a District permit to do so.

Status: Accusation filed on May 15, 2017; Pre-Hearing Conference held on June 20, 2017; Hearing held on July 11, 2017 and Request from District Counsel to continue Hearing to August 15, 2017 approved by Hearing Board; Request to cancel Hearing and Dismiss Matter filed by Complainant on August 1, 2017; Order for Dismissal filed and issued on August 4, 2017.

Period of Variance: N/A

Estimated Excess Emissions: N/A

Fees collected this quarter: N/A

Location: Contra Costa County; City of Antioch

Docket: 3701 – APCO vs. Bridgehead Marine Services LLC, et al - *Accusation*

Regulation(s): Regulation 2, Rule 1

Synopsis: Respondents have owned or operated a facility in Antioch, California, where they conduct a boat painting operation using solvent evaporating sources, for which they have held a District permit to operate pursuant to District Regulation 2, Rule 1. Since at least January 2014, Respondents have been operating the facility without a valid or current permit, despite their knowledge of the permit requirements. Complainant seeks an order that Respondents cease conducting these operations until they obtain a District permit to do so.

Status: Accusation filed on August 29, 2017; Hearing scheduled for October 17, 2017.

Period of Variance: N/A

Estimated Excess Emissions: N/A

Fees collected this quarter: N/A

Respectfully submitted,

Valerie J. Armento, Esq.
Chair, Hearing Board

Prepared by: Marcy Hiratzka
Reviewed by: Maricela Martinez

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson Liz Kniss and Members
of the Executive Committee

From: Jack P. Broadbent
Executive Officer/Air Pollution Control Officer

Date: October 3, 2017

Re: Bay Area Regional Collaborative (BARC) Update

RECOMMENDED ACTION

None; receive and file.

BACKGROUND

The Bay Area Regional Collaborative (BARC) consists of Board/Commission representatives of the four regional agencies and provides a forum for discussing issues of regional importance.

DISCUSSION

At the upcoming Executive Committee meeting, the BARC Director, Allison Brooks, will provide an update on the activities of the BARC.

BUDGET CONSIDERATIONS/FINANCIAL IMPACT

None.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Jean Roggenkamp

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson Liz Kniss and Members
of the Executive Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: October 2, 2017

Re: Contract award for Records Management System Procurement and Implementation

RECOMMENDED ACTION

The Committee will consider recommending the Board of Directors:

- 1) Authorize the Executive Officer/APCO to execute a contract with Xerox, Inc., in an amount not to exceed \$650,000 for a Records Management System.

BACKGROUND

On November 11, 2015, the Board of Directors adopted a Records Retention Schedule (RRS) establishing a comprehensive retention policy for all Bay Area Air Quality Management District (Air District) records. The RRS is currently administered by records custodians across all of the Air District's Divisions utilizing practices and procedures that target compliance with the RRS for each record type.

During the Air District's move to the Beale Street headquarters, many paper archival records were inventoried, consolidated and moved to the Air District's Richmond office. The consolidation has exposed a need for more modern technology to support the ongoing creation and maintenance of both paper and digital records.

In order to evaluate the current state of the Air District's records, the Air District engaged Doculabs Inc., an independent firm that does not implement solutions, but rather restricts itself to evaluating and recommending records management solutions.

Doculabs Inc., investigated the current state of the Air District's records and supporting systems, and provided a detailed report recommending the implementation of a new records management procedures, and a modern computerized Records Management System (RMS). The new RMS would provide for centralizing record keeping and would help to ensure that the Air District continues to comply with its RRS, while reducing the search time for records requests not only from staff but also from members of the public.

Doculabs Inc., further assisted the Air District in developing a request for proposal to procure an appropriate RMS that would fit the Air District's needs.

DISCUSSION

On April 24, 2017, the Air District issued Request for Proposal 2017-004 (RFP) for the procurement and implementation of a RMS. The RFP required that the RMS be capable of managing compliance to the RRS for the Air District’s paper and electronic records from all Air District divisions in a consistent and auditable fashion.

The RFP was posted on the Air District’s website, and a list of various vendors known to provide similar services were notified of the RFP posting. During the two week period that the RFP was open, the Air District responded to written questions, and upon closing, ten proposals were received. The scoring matrix showing the RFP scores for each vendor is shown below in Table 1.

Table 1 – Proposal Score Comparison

Vendor	Consulting Services (20 max)	Software Functional Requirements (20 max)	Technical Requirements (20 max)	Vendor Requirements (18 max)	Firm’s Specialty Focus Area (2 max)	Cost (20 max)	Total (100 max)
Konica Minolta	16	18	18	15	0	15	81
Xerox	18	17	17	16	1	13	81
ECS Imaging	16	16	17	16	0	16	81
File Trail	18	17	18	15	1	9	77
Feith Systems	14	15	15	14	0	14	71
Stellar Services	16	15	14	12	1	11	69
Complete Paperless	12	16	16	12	0	12	68
General Networks	17	15	13	14	0	12	68
ForeFront	13	14	14	14	0	10	64
ShareSquare	11	13	13	12	1	14	63

The proposals were evaluated under the Air District’s RFP evaluation procedures, and the top four vendors were asked to interview with the Air District. Three vendors interviewed with the Air District, and one vendor opted to withdraw their bid. The scoring matrix showing the average presentation scores by vendor is shown below in Table 2.

Table 2 – Interview Score Comparison

Vendor	Consulting Services (20 max)	Software Functional Requirement (20 max)	Technical Requirements (20 max)	Vendor Requirements (18 max)	Firm’s Specialty Focus Area (2 max)	Cost (20 max)	Total (100 max)
ECS Imaging	18	18.0	18.7	16.7	0	19.0	90.3
Xerox	18	18.7	18.7	15.0	1	18.3	89.7
File Trail	16	17.0	17.7	15.3	1	13.0	80.0

Interviews with the top three vendors yielded two top scoring vendors with similar scores, so the Air District conducted a Proof of Concept investigation with both vendors. The Proof of Concept required each of the top two vendors to come on-site to further study the Air District's requirements and provide a demonstration installation of their proposed solution. The two resulting scores from the proof of concept are shown in Table 3.

Table 3 – Proof of Concept Score Comparison

Vendor	Scalability and Feature Usability (20 max)	Ease of Set-Up (16 max)	Ease of Use (16 max)	Incorporating Paper Files (16 max)	Migration of Digital Files (16 max)	Cost (20 max)	Total (100 max)
Xerox	19.3	14.7	15	15	14.7	11.7	90.4
ECS Imaging	14.7	13.3	13.3	11.3	15.3	15.3	83.3

The Xerox, Inc., proposal was evaluated under the Air Districts RFP evaluation procedures, and was found to be very responsive to the Air District's needs, receiving the highest total score of 90.4 on a 100 point scale.

BUDGET CONSIDERATION/FINANCIAL IMPACT

The total cost of the quote is not to exceed \$650,000 and is currently budgeted in the (FYE) 2018 budget. No additional impact is anticipated.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Damian Breen