

REQUEST FOR PROPOSAL
For
Secretarial and Treasurer Services
Sacramento Valley Basinwide Air Pollution Control Council

Solicitation Date: September 2, 2014

Deadline for Request for Interpretations:

September 19, 2014 by 4:00 p.m.
Submit questions to Kevin Tokunaga

Proposal Due Date:

September 30, 2014
(Submit five (5) copies by 4:00 p.m. to the location as indicated below.
No faxed or e-mailed proposals will be accepted)

Interview Date:

October 17, 2014
Glenn County Air Pollution Control District
720 North Colusa Street
Willows, CA 95988

Decision Date:

December 5, 2014
Sacramento Valley Basinwide Air Pollution Control Council meeting
Sacramento Metro AQMD Office
777 12th St, 3rd Floor
Sacramento, CA 95814
Meeting begins at 10:00am

Submit Proposal To:

Sacramento Valley Basinwide Air Pollution Control Council
c/o Kevin Tokunaga
Glenn County Air Pollution Control District
720 North Colusa Street
Willows, CA 95988

General Description:

The request for proposal (RFP) is for secretarial and treasurer services for the Sacramento Valley Basinwide Air Pollution Control Council (BCC). The BCC consists of the Butte, Colusa, Feather River, Glenn, Placer, Sacramento, Shasta, Tehama and Yolo-Solano air quality and air pollution control districts. The BCC coordinates basinwide air pollution control programs as authorized by state law. The BCC bylaws provide more information on the charter and duties of the BCC, and are attached and part of this RFP. The BCC desires to contract for administrative services as specified below under Scope of Work for a three-year term, with a two-year extension clause.

Scope of Work:

Secretarial duties – Under the direction of the chair of the BCC Technical Advisory Committee (TAC):

- a) Meetings: prepare meeting agendas, attend meetings, take and prepare meeting minutes, assemble agenda item backup information and distribute agenda packets. There are approximately six (6) BCC and twelve (12) TAC meetings per year.
- b) BCC records: prepare correspondence for signature and distribution, receive and distribute correspondence, reports and communications.
- c) Maintain list of BCC and TAC representatives: maintain a roster of current BCC members and TAC representatives, including contact information.
- d) Coordinate with Records Custodian: forward file copies or original documents as appropriate to the member district designated as the Records Custodian; request copies of documents as necessary from Records Custodian in response to public records requests or requests from member districts.
- e) Conflict of Interest Code: coordinate Conflict of Interest Form 700 filings with designated BCC and TAC code filers and the FPPC; submit annual Article II list of code filers to FPPC; coordinate annual code review with BCC.

Treasurer duties- Under the direction of the TAC chair:

- a) Accounts payable and receivable (approximately 50 transactions per year): invoice districts and receive/deposit annual fee assessments; receive and process for payment vendor invoices; review and reconcile monthly bank statements.
- b) Annual audit: coordinate annual audit with outside auditor; present financial records for auditors; prepare draft management discussion for audit report; present audit to TAC and BCC.
- c) Monthly budget reports: prepare and present monthly reports to the TAC and to BCC.
- d) Records: forward fiscal records to the designated Records Custodian for retention.

Proposer will be expected to enter into a contract agreement with the BCC for the scope of services. Draft contract is attached.

Proposal Elements:

a) Narrative

Provide a discussion of how the bidder plans on accomplishing the scope of work identified above. Include resources that will be utilized, such as specific software. Provide the contractor's office location where the work will be performed (does not include meeting locations).

b) Budget

Provide the billing rate for the personnel assigned to this work. Include any additional expenses to be billed.

c) Resume

- Include education and work experience; and
- Three (3) references including dates and descriptions of service(s).

Award Criteria:

The contract will be awarded based on:

- Relevant experience and qualifications.
- Cost, although a significant factor, may not be the determining factor. Cost is particularly important when all other criteria are relatively equal.
- Reputation of customer satisfaction (references).

Attachments: BCC Bylaws
Draft Contract