



South Coast Air Quality Management District

21865 Copley Drive, Diamond Bar, CA 91765-4178
(909) 396-2000 • www.aqmd.gov

ADMINISTRATIVE COMMITTEE MEETING

Committee Members

Dr. William A. Burke, Chair
Council Member Ben Benoit, Vice Chair
Mayor Judith Mitchell
Dr. Clark E. Parker, Sr.

February 8, 2019 ♦ 10:00 a.m. ♦ Conference Room CC-8
21865 Copley Drive, Diamond Bar, CA 91765

Teleconference Location

11461 West Sunset Boulevard
The Brentwood Room 1
Los Angeles, CA 90049

(The public may attend at any location listed above.)

Call-in for listening purposes only is available by dialing:

Toll Free: 866-244-8528

Listen Only Passcode: 5821432

In addition, a webcast is available for viewing and listening at:

<http://www.aqmd.gov/home/library/webcasts>

AGENDA

Members of the public may address this body concerning any agenda item before or during consideration of that item (Gov't. Code Section 54854.3(a)). Please provide a Request to Address the Committee card to the Committee Secretary if you wish to address the Committee on an agenda item. If no cards are available, please notify SCAQMD staff or a Board Member of your desire to speak. All agendas for regular meetings are posted at District Headquarters, 21865 Copley Drive, Diamond Bar, California, at least 72 hours in advance of the regular meeting. Speakers may be limited to three (3) minutes each.

CALL TO ORDER

DISCUSSION ITEMS – Items 1 through 9:

1. Board Members' Concerns (***No Motion Required***)
Any member of the Governing Board, on his or her own initiative may raise a concern to the Administrative Committee regarding any SCAQMD items or activities.

Dr. William A. Burke
Committee Chair

- | | | | |
|----|---|---|---------------|
| 2. | Chairman's Report of Approved Travel (<i>No Motion Required</i>) | Dr. Burke | pgs. 1-2 |
| 3. | Report of Approved Out-of-Country Travel
(<i>No Motion Required</i>) | Wayne Nastri
Executive Officer | |
| 4. | Review March 1, 2019 Governing Board Agenda | Wayne Nastri | pgs. 3-11 |
| 5. | Approval of Compensation for Board Member Assistant(s)/
Consultant(s) (Any material, if submitted, will be distributed at
the meeting.) (<i>Motion Requested if Proposal Made</i>) | Dr. Burke | |
| 6. | SCAQMD's FY 2018-19 Budget vs. Actual (Unaudited)
(<i>No Motion Required</i>)
<i>Staff will provide a comparison of budget vs. actual results for revenues
and expenditures for the quarter ended December 31, 2018.</i> | Sujata Jain
ADEO, Finance | pgs.
12-19 |
| 7. | Report of RFPs Scheduled for Release in March
(<i>No Motion Required</i>)
<i>This report summarizes the RFPs for budgeted services over \$75,000
scheduled to be released for advertisement for the month of March.</i> | Sujata Jain | pgs. 20-22 |
| 8. | Bid Evaluation Panel for RFP to Select Consultant Reviewing
1109.1 BARCT Analysis (<i>No Motion Required</i>)
<i>Pursuant to direction from a previous Administrative Committee
meeting, staff is providing the proposed members for an evaluation
panel to review bids for a recently approved RFP.</i> | Philip Fine
DEO, Planning, Rule
Development & Area
Sources | |
| 9. | Status Report on Major Ongoing and Upcoming Projects for
Information Management (<i>No Motion Required</i>)
<i>Information Management is responsible for data systems management
services in support of all SCAQMD operations. This action is to
provide the monthly status report on major automation contracts and
planned projects.</i> | Ron Moskowitz
ADEO/CIO,
Information
Management | pgs. 23-31 |

ACTION ITEMS - Items 10 through 14:

MARCH ITEMS

- | | | | |
|-----|---|---------------|---------------|
| 10. | Authorize Purchase of Maintenance and Support Services for
Servers and Storage Devices (<i>Motion Requested</i>)
<i>The servers and storage devices are used by enterprise-level software
applications that currently support the Clean Air Support System for all
SCAQMD core activities. Maintenance support for these systems will
expire on April 30, 2019. This action is to obtain approval for the sole
source purchase of hardware and software maintenance and support
services for servers and storage devices from Hewlett Packard
Enterprise Company for one year, in an amount not to exceed \$120,000.</i> | Ron Moskowitz | pgs. 32-33 |
| 11. | Transfer and Appropriate Funds and Amend Contracts to Provide
Short- and Long-Term Systems Development, Maintenance and
Support Services (<i>Motion Requested</i>)
<i>SCAQMD currently has contracts with several companies for short-</i> | Ron Moskowitz | pgs.
34-37 |

and long-term systems development, maintenance and support services. These contracts are periodically amended as additional needs are defined. This action is to transfer and appropriate funds totaling \$559,955 and amend three contracts previously approved by the Board to add funding for needed development and maintenance work.

12. Issue RFP to Solicit Proposals and Execute Contract for Media, Advertising and Public Outreach Campaign for 2019/20 Check Before You Burn Program (***Motion Requested***)
This action is to issue an RFP not to exceed \$500,000 to solicit proposals from advertising agencies, media/public relations firms or other organizations with the necessary expertise to plan and execute a comprehensive media, advertising and public outreach campaign to promote awareness of and compliance with SCAQMD's 2019/20 Check Before You Burn program. The one-year contract will be funded from the Rule 1309.1 Priority Reserve Fund (36), and will include an option for renewal, with Board approval, for two additional one-year contracts.
Derrick J. Alatorre DEO, Legislative, Public Affairs & Media pgs. 38-75
13. Execute Contract for Consultant Services for SCAQMD Environmental Justice Outreach and Initiatives (***Motion Requested***)
At the December 7, 2018, meeting, the Board approved the release of an RFP to solicit proposals from individuals and organizations to provide assistance with community and stakeholder outreach efforts related to SCAQMD's Environmental Justice Program, including but not limited to, the Environmental Justice Community Partnership Initiative meetings and conference. This action is to execute a contract with [CONTRACTOR] for \$160,000 for a one-year contract with an option for up to two one-year term renewals, upon satisfactory performance, at the Board's discretion. Funding for year one services is contained in the Legislative, Public Affairs & Media FY 2018-19 budget. Future funding for FYs 2019-20 and 2020-21 will be subject to Board approval.
Derrick J. Alatorre pgs. 76-77
14. Amend Charter for Environmental Justice Community Partnership Advisory Council and Young Leaders Advisory Council (***Motion Requested***)
The Environmental Justice Community Partnership Advisory Council and the Young Leaders Advisory Council meet four times a year, and staff is requesting a change to the respective charters to reflect that missing two consecutive meetings without notifying the SCAQMD is cause for the member's removal from the Advisory Council.
Derrick J. Alatorre pgs. 78-85

OTHER MATTERS:

15. 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, may 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 may take action to direct staff to place a matter of business on a future agenda. (Govt Code Section 54954.2)
Dr. Burke

16. **Public Comment**

At the end of the regular meeting agenda, an opportunity is provided for the public to speak on any subject within the Committee's authority that is not on the agenda. Speakers may be limited to three (3) minutes each.

17. **Next Meeting Date:** March 8, 2019 at 10:00 a.m.

ADJOURNMENT

Document Availability

All documents (i) constituting non-exempt public records, (ii) relating to an item on an agenda for a regular meeting, and (iii) having been distributed to at least a majority of the Committee after the agenda is posted, are available prior to the meeting for public review at the South Coast Air Quality Management District, Public Information Center, 21865 Copley Drive, Diamond Bar, CA 91765.

Americans with Disabilities Act

The agenda and documents in the agenda packet will be made available, upon request, in appropriate alternative formats to assist persons with a disability (Govt. Code Section 54954.2(a)). Disability-related accommodations will also be made available to allow participation in the Administrative Committee meeting. Any accommodations must be requested as soon as practicable. Requests will be accommodated to the extent feasible. Please contact Nancy Velasquez at 909-396-2557 from 7 a.m. to 5:30 p.m. Tuesday through Friday, or send the request to nvelasquez@aqmd.gov.



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Item 2

BOARD MEETING DATE: March 1, 2019

REPORT: Administrative Committee

SYNOPSIS: The Administrative Committee met February 8, 2019 and reviewed the proposed agenda for the March 1, 2019 Board meeting. The Committee also discussed various issues detailed in the Committee report. The next Administrative Committee meeting is March 8, 2019, at 10:00 a.m., in CC-8.

RECOMMENDED ACTION:

Approve this report.

Dr. William A. Burke, Chair
Administrative Committee

NV

Attendance:

[Will be inserted subsequent to the February 8, 2019 Administrative Committee meeting.]

Administrative Committee Discussion Items:

[Will be inserted subsequent to the February 8, 2019 Administrative Committee meeting.]

Report on Board Member Travel Authorized by the Chairman at the February 8, 2019 Administrative Committee meeting:

DATE	TRAVELER	DESTINATION	PURPOSE
February 20-22, 2019	Mayor Judith Mitchell	Sacramento, CA	Mayor Mitchell will attend the monthly CARB Board Meeting as the SCAQMD Board Representative.
February 24-27, 2019	Mayor Judith Mitchell	Washington, D.C.	Mayor Mitchell will meet with members of the California Senate and House delegation to ask the federal government to do its fair share to reduce the emissions from federally-regulated sources that impact our region's air quality, Washington, D.C.

February 24-27, 2019	Mayor Pro Tem Larry McCallon	Washington, D.C.	Mayor Pro Tem McCallon will meet with members of the California Senate and House delegation to ask the federal government to do its fair share to reduce the emissions from federally-regulated sources that impact our region's air quality, Washington, D.C.
February 24-27, 2019	Council Member Dwight Robinson	Washington, D.C.	Council Member Robinson will meet with members of the California Senate and House delegation to ask the federal government to do its fair share to reduce the emissions from federally-regulated sources that impact our region's air quality, Washington, D.C.
March 9-13, 2019	Council Member Joe Buscaino	Washington, D.C.	Council Member Buscaino will attend the National League of Cities, Energy, Environment & Natural Resources Committee as it relates to air quality on behalf of SCAQMD.

2/1/19 4:50 PM

Item 4

DRAFT

MEETING, MARCH 1, 2019

A meeting of the South Coast Air Quality Management District Board will be held at 9:00 a.m., in the Auditorium at SCAQMD Headquarters, 21865 Copley Drive, Diamond Bar, California.

The agenda and documents in the agenda packet will be made available upon request in appropriate alternative formats to assist persons with a disability. Disability-related accommodations will also be made available to allow participation in the Board meeting. Any accommodations must be requested as soon as practicable. Requests will be accommodated to the extent feasible. Please telephone the Clerk of the Boards Office at (909) 396-2500 from 7:00 a.m. to 5:30 p.m. Tuesday through Friday.

All documents (i) constituting non-exempt public records, (ii) relating to an item on the agenda, and (iii) having been distributed to at least a majority of the Governing Board after the agenda is posted, are available prior to the meeting for public review at the South Coast Air Quality Management District Clerk of the Boards Office, 21865 Copley Drive, Diamond Bar, CA 91765.

Please note: This is a draft agenda and is subject to change.

CALL TO ORDER

- Pledge of Allegiance
- Opening Comments: William A. Burke, Ed.D., Chair
Other Board Members
Wayne Nastri, Executive Officer
- Swearing in of Newly Appointed Board Member Lisa Bartlett **Burke**

Staff/Phone (909) 396-

CONSENT CALENDAR (Items 1 through XX)

Note: Consent Calendar items held for discussion will be moved to Item No. XX

10361. Approve Minutes of February 1, 2019 Board Meeting **Garzaro/2500**
10528. Set Public Hearing April 5, 2019 to Consider Adoption of and/or Amendments to SCAQMD Rules and Regulations **Nastri/3131**

Set Public Hearing April 5, 2019 to Certify Final
Subsequent Environmental Assessment and Amend
Rule 1134 – Emissions of Oxides of Nitrogen from
Stationary Gas Turbines

The adoption Resolution of the Final 2016 AQMP directed staff to achieve additional NOx emission reductions and to transition the RECLAIM program to a command-and-control regulatory structure as soon as practicable. Rule 1134, adopted in 1989 and last amended in 1997, reduces emissions of oxides of nitrogen from stationary gas turbines. Proposed Amended Rule 1134 applies to RECLAIM and non-RECLAIM stationary gas turbines and is being amended to update NOx emission limits to reflect current Best Available Retrofit Control Technology (BARCT), establish ammonia emission limits, and provide implementation timeframes to facilitate the transition of the NOx RECLAIM program to a command-and-control regulatory structure. The provisions in the proposed amended rule establish NOx and ammonia emissions limits and provisions for monitoring, reporting, and recordkeeping. Other provisions are incorporated to remove obsolete provisions and provide clarifications. This action is to adopt the Resolution: 1) Certifying the Final Subsequent Environmental Assessment for Proposed Amended Rule 1134 – Emissions of Oxides of Nitrogen from Stationary Gas Turbines, and 2) Amending Rule 1134 – Emissions of Oxides of Nitrogen from Stationary Gas Turbines. (Review: Stationary Source Committee, February 15, 2019)

Budget/Fiscal Impact

10546. Recognize Funds, Execute and Amend Agreements for Installation and Maintenance of Air Filtration Systems, and Reimburse General Fund for Administrative Costs **Miyasato/3249**
- U.S. EPA is executing a Supplemental Environmental Project (SEP) agreement and has asked SCAQMD to act as the SEP Implementer to install and maintain air filtration systems at schools. This action is to recognize up to \$161,352 into the Air Filtration Fund (75). These actions are to also execute agreements to install and maintain air filtration systems in an amount not to exceed \$153,284; execute or amend access agreement with a local school district; amend contracts to purchase additional filters using unspent administrative funds; and reimburse the General Fund for administrative costs up to \$8,068 for SEP administration. (Reviewed: Technology Committee, February 15, 2019; Recommended for Approval)
10529. Adopt Resolution Recognizing Funds and Accepting Terms and Conditions for FY 2018-19 Carl Moyer Program Award, Issue Program Announcements for Carl Moyer Program and SOON Provision, and Transfer Funds for Voucher Incentive Program **Miyasato/3436**
- These actions are to adopt a Resolution recognizing up to \$31 million in FY 2018-19 Carl Moyer Program grant funds from CARB, accept the terms and conditions for the FY 2018-19 Carl Moyer Program grant award, and issue Program Announcements for “Year 21” Carl Moyer Program and SOON Provision to provide incentive funding for cleaner-than-required heavy-duty engines, vehicles and equipment and supporting infrastructure. Funding for the Carl Moyer and SOON projects will be provided by the Carl Moyer Program SB 1107 and AB 923 funds. This action is to also transfer \$2 million from the Carl Moyer Program AB 923 Special Revenue Fund (80) to the Voucher Incentive Program Fund (59) to continue funding heavy-duty truck replacement projects with small fleets on a first-come, first-served basis. (Reviewed: Technology Committee, February 15, 2019; Recommended for Approval)
10563. Approve SCAQMD Annual Investment Policy and Delegation of Authority to Appointed Treasurer to Invest SCAQMD Funds **Jain/2804**
- State law requires a local government entity annually to provide a statement of investment policy for consideration at a public meeting and to renew its delegation of authority to its treasurer to invest or to reinvest funds of the local agency. (Reviewed: Investment Oversight Committee, February 15, 2019; Recommended for Approval)
10549. Amend Contracts to Provide Short- and Long-Term Systems Development, Maintenance and Support Services **Moskowitz/3329**
- SCAQMD currently has contracts with several companies for short- and long-term systems development, maintenance and support services. These contracts are periodically amended as additional needs are defined. This action is to amend four contracts previously approved by the Board to add additional funding for needed development and maintenance work. (Reviewed: Administrative Committee, February 8, 2019; Recommended for Approval)

10545. **Authorize Purchase of Maintenance and Support Services for Servers and Storage Devices** **Moskowitz/3329**

The servers and storage devices are used by enterprise-level software applications that currently support the Clean Air Support System for all SCAQMD core activities. Maintenance support for these systems will expire on April 30, 2019. This action is to obtain approval for the sole source purchase of hardware and software maintenance and support services for servers and storage devices from Hewlett Packard Company for one year. Funds (\$120,000) for this expense are included in the FY 2018-19 Budget. (Reviewed: Administrative Committee, February 8, 2019; Recommended for Approval)

10566. **Execute Contract for Consultant Services for SCAQMD Environmental Justice Outreach and Initiatives** **Alatorre/3122**

At the December 7, 2018 meeting, the Board approved the release of an RFP to solicit proposals from individuals and organizations to provide assistance with community and stakeholder outreach efforts related to SCAQMD's Environmental Justice Program, including but not limited to, the Environmental Justice Community Partnership Initiative meetings and conference. This action is to execute a contract with [CONTRACTOR] for \$160,000 for a one-year contract with an option for up to two one-year term renewals, upon satisfactory performance, at the Board's discretion. Funding for year one services is contained in the Legislative, Public Affairs & Media FY 2018-19 Budget. Future funding for FYs 2019-20 and 2020-21 will be subject to Board approval. (Reviewed: Administrative Committee, February 8, 2019; Recommended for Approval)

10557. **Issue RFP to Solicit Proposals and Execute Contract for Media, Advertising and Public Outreach Campaign for 2019/20 Check Before You Burn Program** **Alatorre/3122**

This action is to issue an RFP not to exceed \$500,000 to solicit proposals from advertising agencies, media/public relations firms or other organizations with the necessary expertise to plan and execute a comprehensive media, advertising and public outreach campaign to promote awareness of and compliance with SCAQMD's 2019/20 Check Before You Burn program. The one-year contract will be funded from the Rule 1309.1 Priority Reserve Fund (36), and will include an option for renewal, with Board approval, for two additional one-year contracts. (Reviewed: Administrative Committee, February 8, 2019; Recommended for Approval)

10454. **Approve Contract Awards and Modifications as Approved by MSRC** **McCallon**

Action Item/No Fiscal Impact

10567. Amend Charter for Environmental Justice Community Partnership Advisory Council and Young Leaders Advisory Council **Alatorre/3122**

The Environmental Justice Community Partnership Advisory Council and the Young Leaders Advisory Council meet four times a year, and staff is requesting a change to the respective charters to reflect that missing two consecutive meetings without notifying the SCAQMD is cause for the member's removal from the Advisory Council. (Reviewed: Administrative Committee, February 8, 2019; Recommended for Approval)

Items XX through XX - Information Only/Receive and File

10439. Legislative, Public Affairs, and Media Report **Alatorre/3122**

This Report highlights the January 2019 outreach activities of the Legislative, Public Affairs and Media Office, which includes: Major Events, Community Events/Public Meetings, Environmental Justice Update, Speakers Bureau/Visitor Services, Communications Center, Public Information Center, Business Assistance, Media Relations and Outreach to Business and Federal, State, and Local Government. (No Committee Review)

10558. Hearing Board Report **Prussack/2500**

This reports the actions taken by the Hearing Board during the period of January 1 through January 31, 2019. (No Committee Review)

10504. Civil Filings and Civil Penalties Report **Gilchrist/3459**

This reports the monthly penalties from January 1 through January 31, 2019, and legal actions filed by the General Counsel's Office from January 1 through January 31, 2019. An Index of District Rules is attached with the penalty report. (Reviewed: Stationary Source Committee, February 15, 2019)

10478. Lead Agency Projects and Environmental Documents Received by SCAQMD **Nakamura/3105**

This report provides, for the Board's consideration, a listing of CEQA documents received by the SCAQMD between January 1, 2019 and January 31, 2019, and those projects for which the SCAQMD is acting as lead agency pursuant to CEQA. (Reviewed: Mobile Source Committee, February 15, 2019)

10564. Report of RFPs Scheduled for Release in March **Jain/2804**

This report summarizes the RFPs for budgeted services over \$75,000 scheduled to be released for advertisement for the month of March. (Reviewed: Administrative Committee, February 8, 2019)

10515. Rule and Control Measure Forecast **Fine/2239**
- This report highlights SCAQMD rulemaking activities and public hearings scheduled for 2019. (No Committee Review)
10554. FY 2018-19 Contract Activity **Jain/2804**
- This report lists the number of contracts let during the first six months of FY 2018-19, the respective dollar amounts, award type, and the authorized contract signatory for the SCAQMD. (No Committee Review)
10544. Status Report on Major Ongoing and Upcoming Projects for Information Management **Moskowitz/3329**
- Information Management is responsible for data systems management services in support of all SCAQMD operations. This action is to provide the monthly status report on major automation contracts and planned projects. (Reviewed: Administrative Committee, February 8, 2019)
10550. Approve Annual Report on AB 2766 Funds from Motor Vehicle Registration Fees for FY 2016-17 **Fine/2239**
- This report contains data on the AB 2766 Subvention Fund Program for FY 2016-17 as requested by CARB. This action is to approve the AB 2766 Annual Report. (Reviewed: Mobile Source Committee, February 15, 2019; Recommended for Approval)
- XX. Items Deferred from Consent Calendar

BOARD CALENDAR

- | | | | |
|--------|---|------------------|----------------|
| 10416. | Administrative Committee (Receive & File) | Chair: Burke | Nastri/3131 |
| 10556. | Investment Oversight Committee (Receive & File) | Chair: Cacciotti | Jain/2804 |
| 10465. | Legislative Committee (Receive & File) | Chair: Mitchell | Alatorre/3122 |
| 10390. | Mobile Source Committee (Receive & File) | Chair: Parker | Fine/2239 |
| 10536. | Stationary Source Committee (Receive & File) | Chair: Benoit | Tisopulos/3123 |
| 10370. | Technology Committee (Receive & File) | Chair: Buscaino | Miyasato/3249 |

10426. Mobile Source Air Pollution Reduction Review Committee (Receive & File) Board Liaison: Benoit Berry/2363
10366. California Air Resources Board Monthly Report (Receive & File) Board Rep: Mitchell Garzaro/2500

Staff Presentation/Board Discussion

10553. Update on Development of Facility-Based Mobile Source Measures in 2016 AQMP (*Presentation in lieu of Board Letter*) Rees/2856

This staff presentation will provide a summary of recent activities on Facility-Based Mobile Source Measures. Following Board direction, staff is developing indirect source rules for warehouses and rail yards, pursuing memoranda of understanding for marine ports and airports, and continuing to study potential regulatory and voluntary approaches for new/redevelopment projects. This update will cover activities since the last Board update six months ago, and preview upcoming activities expected in 2019. (Reviewed: Mobile Source Committee, February 15, 2019)

PUBLIC HEARINGS

10555. Determine that Proposed Amendments to Rules 110, 212, 301, 303, 306, 307.1, 309, 315, 518.2, 1310, 1605, 1610, 1612, 1620, 1623, 1710, 1714, and 3006 are Exempt from CEQA and Amend Rules 110, 212, 301, 303, 306, 307.1, 309, 315, 518.2, 1310, 1605, 1610, 1612, 1620, 1623, 1710, 1714, and 3006 Nakamura/3105

Proposed amendments to the above referenced rules will expand noticing options to include email and web page display for public notices for Clean Air Act permit programs and rulemaking activities. California Senate Bill 1502, drafted in response to SCAQMD's initiative to modernize communication methods, and amendments to the U.S. EPA Code of Federal Regulations enable these changes. The option to deliver invoices to permit holders by email will also be included. This action is to adopt the Resolution: 1) Determining that the proposed amendments to the above referenced rules are exempt from the requirements of the California Environmental Quality Act; and 2) Amending the above referenced rules. (Reviewed: Stationary Source Committee, January 18, 2019)

10526. Approve and Adopt Technology Advancement Office Clean Fuels Program 2018 Annual Report and 2019 Plan Update and Resolution, Receive and File Revised Membership of Technology Advancement Advisory Group, and Approve and Adopt Membership Changes for Clean Fuels Advisory Group **Miyasato/3249**

Each year by March 31, the Technology Advancement Office must submit to the California Legislative Analyst an approved Annual Report for the past year and a Plan Update for the current calendar year. Staff has reviewed the Clean Fuels Program with the Clean Fuels Advisory Group, the Technology Advancement Advisory Group and other technical experts. Additionally, the 2019 Clean Fuels Program Draft Plan Update was presented to the Technology Committee for review and comment at its October 19, 2018 meeting. This action is to approve and adopt the final Technology Advancement Clean Fuels Program Annual Report for 2018 and 2019 Plan Update as well as the Resolution finding that proposed projects do not duplicate any past or present programs. This action is to also receive and file revised membership of the Technology Advancement Advisory Group and approve and adopt membership changes to the SB 98 Clean Fuels Advisory Group. (Reviewed: Technology Committee, February 15, 2019; Recommended for Approval)

10552. Annual RECLAIM Audit Report for 2017 Compliance Year **Tisopulos/3123**

The annual report on the NOx and SOx RECLAIM program is prepared in accordance with Rule 2015 - Backstop Provisions. The report assesses emission reductions, availability of RECLAIM Trading Credits (RTCs) and their average annual prices, job impacts, compliance issues, and other measures of performance for the twenty-fourth year of this program. In addition, recent trends in trading future year RTCs are analyzed and presented in this report. Further, a list of facilities that did not reconcile their emissions for the 2017 Compliance Year is included in the report. (Reviewed: Stationary Source Committee, February 15, 2019)

PUBLIC COMMENT PERIOD – (Public Comment on Non-Agenda Items, Pursuant to Government Code Section 54954.3)

BOARD MEMBER TRAVEL – (No Written Material)

Board member travel reports have been filed with the Clerk of the Boards, and copies are available upon request.

CONFLICT OF INTEREST DISCLOSURES – (No Written Material)

CLOSED SESSION - (No Written Material)

Gilchrist/3459

ADJOURNMENT

*****PUBLIC COMMENTS*****

Members of the public are afforded an opportunity to speak on any agenda item before consideration of that item. Please notify the Clerk of the Board, (909) 396-2500, if you wish to do so. All agendas are posted at SCAQMD Headquarters, 21865 Copley Drive, Diamond Bar, California, at least 72 hours in advance of the meeting. At the end of the agenda, an opportunity is also provided for the public to speak on any subject within the SCAQMD's authority. Speakers will be limited to a total of three (3) minutes for the Consent Calendar and Board Calendar and three (3) minutes or less for other agenda items.

Note that on items listed on the Consent Calendar and the balance of the agenda any motion, including action, can be taken (consideration is not limited to listed recommended actions). Additional matters can be added and action taken by two-thirds vote, or in the case of an emergency, by a majority vote. Matters raised under the Public Comment Period may not be acted upon at that meeting other than as provided above.

Written comments will be accepted by the Board and made part of the record, provided 25 copies are presented to the Clerk of the Board. Electronic submittals to cob@aqmd.gov of 10 pages or less including attachment, in MS WORD, PDF, plain or HTML format will also be accepted by the Board and made part of the record if received no later than 5:00 p.m., on the Tuesday prior to the Board meeting.

ACRONYMS

AQ-SPEC = Air Quality Sensor Performance
Evaluation Center

AQIP = Air Quality Investment Program

AQMP = Air Quality Management Plan

AVR = Average Vehicle Ridership

BACT = Best Available Control Technology

BARCT = Best Available Retrofit Control Technology

Cal/EPA = California Environmental Protection Agency

CARB = California Air Resources Board

CEMS = Continuous Emissions Monitoring Systems

CEC = California Energy Commission

CEQA = California Environmental Quality Act

CE-CERT = College of Engineering-Center for Environmental
Research and Technology

CNG = Compressed Natural Gas

CO = Carbon Monoxide

DOE = Department of Energy

EV = Electric Vehicle

FY = Fiscal Year

GHG = Greenhouse Gas

HRA = Health Risk Assessment

LEV = Low Emission Vehicle

LNG = Liquefied Natural Gas

MATES = Multiple Air Toxics Exposure Study

MOU = Memorandum of Understanding

MSERCs = Mobile Source Emission Reduction Credits

MSRC = Mobile Source (Air Pollution Reduction) Review
Committee

NATTS = National Air Toxics Trends Station

NESHAPS = National Emission Standards for
Hazardous Air Pollutants

NGV = Natural Gas Vehicle

NOx = Oxides of Nitrogen

NSPS = New Source Performance Standards

NSR = New Source Review

OEHHA = Office of Environmental Health Hazard
Assessment

PAMS = Photochemical Assessment Monitoring
Stations

PEV = Plug-In Electric Vehicle

PHEV = Plug-In Hybrid Electric Vehicle

PM10 = Particulate Matter \leq 10 microns

PM2.5 = Particulate Matter \leq 2.5 microns

RECLAIM = Regional Clean Air Incentives Market

RFP = Request for Proposals

RFQ = Request for Quotations

SCAG = Southern California Association of Governments

SIP = State Implementation Plan

SOx = Oxides of Sulfur

SOON = Surplus Off-Road Opt-In for NOx

SULEV = Super Ultra Low Emission Vehicle

TCM = Transportation Control Measure

ULEV = Ultra Low Emission Vehicle

U.S. EPA = United States Environmental Protection
Agency

VOC = Volatile Organic Compound

ZEV = Zero Emission Vehicle

FY 2018-19
2nd Quarter
Budget vs. Actual
(Unaudited)

Administrative Committee
February 8, 2019

General Fund Overview

- FY 2018-19 2nd Quarter Budget vs. Actual (Unaudited)
- Revenues
- Expenditures
- Board Approved Use of Fund Balance
- Updated General Fund Five Year Projection

Budget vs. Actual

FY 2018-19 2nd Quarter (unaudited)

(\$ in millions)	Adopted Budget	Amended Budget	FY 2018-19 Q2 Actual
Revenues/Transfers In	\$162.6	\$167.0	\$84.4
Expenditures/Transfers Out	\$162.6	\$172.8	\$75.0

Revenues

*FY 2018-19 2nd Quarter Budget vs. Actual
& FY 2017-18 2nd Quarter Comparison*

Revenue Type (\$ in millions)	Fiscal Year 2018-19 Q2			Fiscal Year 2017-18 Q2	
	Amended Budget	Actuals	Actual % of Budget	Actuals	Actual % of Budget
Emissions Fees	\$19.7	\$10.0	51%	\$10.8	55%
Annual Operating Fees	\$57.7	\$42.2	74%	\$38.6	71%
Permit Fees	\$19.9	\$9.2	46%	\$8.5	43%
Mobile Sources/Transportation	\$31.6	\$5.9	19%	\$5.9	20%
Other*	\$31.1	\$15.5	50%	\$7.1	26%
Area Sources	\$2.3	\$0.0	0%	\$0.1	5%
Transfers In	<u>\$5.1</u>	<u>\$1.6</u>	31%	<u>\$1.9</u>	28%
Total	<u>\$167.0</u>	<u>\$84.4</u>	51%	<u>\$72.9</u>	46%

* Includes revenues from Federal & State Grants, State Subvention, Penalties/Settlements, "Hot Spots", Interest, PERP, Hearing Board, Source Test/Lab Analysis, Leases, Subscriptions, and Misc.

Expenditures

*FY 2018-19 2nd Quarter Budget vs. Actual
& FY 2017-18 2nd Quarter Comparison*

Major Object (\$ in millions)	Fiscal Year 2018-19 Q2			Fiscal Year 2017-18 Q2	
	Amended Budget	Actuals	Actual % of Budget	Actuals	Actual % of Budget
Salaries & Benefits	\$134.5	\$55.6	41%	\$51.9	43%
Services & Supplies	\$27.5	\$12.9	47%	\$10.8	48%
Capital Equipment	\$4.6	\$0.3	7%	\$1.9	45%
Debt Service	<u>\$6.2</u>	<u>\$6.2</u>	100%	<u>\$6.2</u>	100%
Total	<u>\$172.8</u>	<u>\$75.0</u>	43%	<u>\$70.8</u>	46%

Board Approved Use of Fund Balance *FY 2018-19 2nd Quarter*

Board Letter Approval	Funding Source	Use	Amount
7/6/2018, #8	Undesignated Fund Balance	Systems Development for the New SCAQMD Mobile Application	\$195,000
9/7/2018, #6	Undesignated Fund Balance	Facility-Based Mobile Source Control Measures on Warehouses and Distribution Centers Study	\$200,000
9/7/18, #7	Undesignated Fund Balance	SCAQMD's Martin Luther King Jr. and Cesar Chavez Events	\$150,000
10/5/18, #11	Undesignated Fund Balance	Microsoft 365	\$350,000
10/5/18, #12	Designation for Permit Streamlining	Permitting Systems Automation Projects	\$674,531
12/7/18, #10	Undesignated Fund Balance	Budget Restoration	\$3,611,776
12/7/18, #10	Undesignated Fund Balance	Board Member Committee Assignments	\$36,500
12/7/18, #10	Undesignated Fund Balance	China Partnership for Cleaner Shipping	\$289,026
12/7/18, #10	Undesignated Fund Balance	Replace Ten Fleet Vehicles	<u>\$310,000</u>
Total			<u>\$5,816,833</u>

Updated General Fund Five Year Projection

(\$ in millions)	FY 17-18 Actual (audited)	FY 18-19 Projected (a)	FY 19-20 Projected (b)	FY 20-21 Projected (b)	FY 21-22 Projected (b)	FY 22-23 Projected (b)
STAFFING		932.4	942	942	942	942
Revenues *	\$161.9	\$161.9	\$167.6	\$167.2	\$166.1	\$168.0
Program Costs	\$153.1	\$168.0	\$175.0	\$175.2	\$173.5	\$169.9
Change in Fund Balance	\$8.8	-\$6.1	-\$7.4	-\$8.0	-\$7.4	-\$1.9
UNRESERVED FUND BALANCE (at Year-End)	\$54.8	\$48.7	\$41.3	\$33.3	\$25.9	\$24.0
% of REVENUE	34%	30%	25%	20%	16%	14%
Notes: a) FY 18-19 Program Costs Include: previous Board actions that used Undesignated Fund Balance; potential \$2.1M transfer out to the Health Effects Fund; projected S&EB savings; and an updated revenue estimate. b) Includes estimated cost impact of SBCERA's projected retirement increases and the cost of the remaining two years of the labor agreements.						

Questions?

DRAFT

BOARD MEETING DATE: March 1, 2019

AGENDA NO.

REPORT: Report of RFPs Scheduled for Release in March

SYNOPSIS: This report summarizes the RFPs for budgeted services over \$75,000 scheduled to be released for advertisement for the month of March.

COMMITTEE: Administrative, February 8, 2019; Reviewed

RECOMMENDED ACTION:

Approve the release of RFPs for the month of March.

Wayne Natri
Executive Officer

SJ:tm

Background

At its January 8, 2010 meeting, the Board approved a revised Procurement Policy and Procedure. Under the revised policy, RFPs for budgeted items over \$75,000, which follow the Procurement Policy and Procedure, no longer require individual Board approval. However, a monthly report of all RFPs over \$75,000 is included as part of the Board agenda package and the Board may, if desired, take individual action on any item. The report provides the title and synopsis of the RFP, the budgeted funds available, and the name of the Deputy Executive Officer/Asst. Deputy Executive Officer responsible for that item. Further detail including closing dates, contact information, and detailed proposal criteria will be available online at <http://www.aqmd.gov/grants-bids> following Board approval on March 1, 2019.

Outreach

In accordance with SCAQMD's Procurement Policy and Procedure, a public notice advertising the RFPs and inviting bids will be published in the Los Angeles Times, the Orange County Register, the San Bernardino Sun, and Riverside County's Press Enterprise newspapers to leverage the most cost-effective method of outreach to the South Coast Basin.

Additionally, potential bidders may be notified utilizing SCAQMD's own electronic listing of certified minority vendors. Notice of the RFPs will be emailed to the Black and Latino Legislative Caucuses and various minority chambers of commerce and business associations, and placed on the Internet at SCAQMD's website (<http://www.aqmd.gov>) where it can be viewed by making the selection "Grants & Bids."

Proposal Evaluation

Proposals received will be evaluated by applicable diverse panels of technically-qualified individuals familiar with the subject matter of the project or equipment and may include outside public sector or academic community expertise.

Attachment

Report of RFPs Scheduled for Release in March 2019

**March 1, 2019 Board Meeting
Report on RFPs Scheduled for Release on March 1, 2019**

(For detailed information visit SCAQMD's website at
<http://www.aqmd.gov/nav/grants-bids> following Board approval on March 1, 2019)

STANDARDIZED SERVICES

RFP#P2019-16	Issue RFP for Landscape Maintenance Services	OLVERA/2309
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The current SCAQMD landscape maintenance service contract expires on June 30, 2019. This action is to issue an RFP to solicit bids from firms interested in providing these services for the three-year period from July 1, 2019 through June 30, 2022. Sufficient funds will be available in the FY 2019-20 Budget and will be requested in successive fiscal years.

RFP#P2019-15	Issue RFP for Maintenance, Service, and Repairs of Heating Ventilation Air Conditioning and Refrigeration Equipment	OLVERA/2309
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The current SCAQMD maintenance service contract for HVAC and refrigeration equipment expires on June 30, 2019. This action is to issue an RFP to solicit bids from firms interested in providing these services for the three-year period from July 1, 2019 through June 30, 2022. Sufficient funds will be available in the FY 2019-20 Budget and will be requested in successive fiscal years.

DRAFT

BOARD MEETING DATE: March 1, 2019

AGENDA NO.

REPORT: Status Report on Major Ongoing and Upcoming Projects for Information Management

SYNOPSIS: Information Management is responsible for data systems management services in support of all SCAQMD operations. This action is to provide the monthly status report on major automation contracts and planned projects.

COMMITTEE: Administrative, February 8, 2019; Reviewed

RECOMMENDED ACTION:
Receive and file.

Wayne Nastri
Executive Officer

RMM:MAH:XC:agg

Background

Information Management (IM) provides a wide range of information systems and services in support of all SCAQMD operations. IM's primary goal is to provide automated tools and systems to implement Board-approved rules and regulations, and to improve internal efficiencies. The annual Budget specifies projects planned during the fiscal year to develop, acquire, enhance, or maintain mission-critical information systems.

Summary of Report

The attached report identifies each of the major projects/contracts or purchases that are ongoing or expected to be initiated within the next six months. Information provided for each project includes a brief project description and the schedule associated with known major milestones (issue RFP/RFQ, execute contract, etc.).

Attachment

Information Management Status Report on Major Ongoing and Upcoming Projects During the Next Six Months

ATTACHMENT
March 1, 2019 Board Meeting
Information Management Status Report on Major Ongoing and
Upcoming Projects During the Next Six Months

Project	Brief Description	Budget	Completed Actions	Upcoming Milestones
Implementation of Enterprise Geographic Information System (EGIS) Phase II	Continue to support accomplishment of the agency's mission through the effective and cost-efficient implementation of EGIS and related technologies		<ul style="list-style-type: none"> • Purchased ESRI extensions for OnBase • Completed three prioritized EGIS projects: <ul style="list-style-type: none"> ○ GIS Data Development ○ System Documentation ○ Portal/Mobile Development 	<ul style="list-style-type: none"> • Complete the three prioritized EGIS projects: <ul style="list-style-type: none"> ○ OnBase Expansion and GIS Integration ○ CLASS GIS Integration ○ One-click Site Report
Telecommunications Services	Select vendor(s) to provide local, long distance, telemetry, internet, cellular services, and phone system maintenance for a three-year period	\$750,000	<ul style="list-style-type: none"> • Released RFP October 5, 2018 • Board Approval January 4, 2019 • Executed contracts February 28, 2019 	<ul style="list-style-type: none"> • Migrate and upgrade services April 2019
Office 365 Implementation	Acquire and implement Office 365 for SCAQMD staff	\$350,000	<ul style="list-style-type: none"> • Pre-assessment evaluation and planning completed • Board action approved funding on October 5, 2018 • Developed implementation and migration plan • Acquired Office 365 licenses 	<ul style="list-style-type: none"> • Implement Office 365 email (Exchange) and migrate all users • Implement Office 365 file storage (OneDrive for Business) and migrate users • Implement Office 365 internal website (SharePoint) and migrate existing content

Project	Brief Description	Budget	Completed Actions	Upcoming Milestones
Permitting System Automation Phase 1	New Web application to automate the filing of all permit applications with immediate processing and issuance of permits for specific application types: Dry Cleaners, Gas Stations and Automotive Spray Booths	\$694,705	<ul style="list-style-type: none"> Phase 1 Automated 400A form filing, application processing, and online permit generation for Dry Cleaner module deployed to production Facility ID Creation Module deployed to production Phase 1.1 Automated 400A form filing, application processing, and online permit generation for Automotive Spray Booth and Gas Station Modules deployed to production 	<ul style="list-style-type: none"> Continue Phase 1.1 project outreach support Enhance calculations of sensitive receptor distances Enhance processing of school locations with associated parcels Upgrade GIS Map integration and enhanced sensitive receptor identification and distance measurement work
Permitting System Automation Phase 2	Enhanced Web application to automate filing process of Permit Applications, Rule 222 equipment, and registration process for IC Engines; implement electronic permit folder and workflow for internal SCAQMD users	\$525,000	<ul style="list-style-type: none"> December 2017 Board action approved initial Phase 2 funding May 2018 Phase 2 project startup and detail planning completed Business process model approved Development of Negative Air Machines, Boilers/Water Heaters/Process Heaters, Cooling Towers, Portable Heaters, and Food Ovens filing process completed 	<ul style="list-style-type: none"> User testing of completed Rule 222 forms including Negative Air Machines, Boilers/Water Heaters/Process Heaters, Cooling Towers, Portable Heaters, and Food Ovens User testing of new set of Rule 222 forms including Tar Pots, Asphalt Tankers, Asphalt Heaters, Aqueous Urea Storage, Agricultural Engines, and Diesel Fuel Boilers

Project	Brief Description	Budget	Completed Actions	Upcoming Milestones
Permitting System Automation Phase 2 (Continued)			<ul style="list-style-type: none"> • October 5, 2018 Board action approved remaining Phase 2 funding • Code development for Boilers, Heaters, Ovens, Baghouses, and IC Engines completed • Application submittals, and form filing of Char Broilers, Small Boilers, and Oil Wells processing completed • Wireframes and user stories for Tar Pots/Tar Kettles, Asphalt Day Tankers, and Asphalt Pavement Heaters completed • Development of new set of Rule 222 forms including Tar Pots, Asphalt Tankers, Asphalt Heaters, Aqueous Urea Storage, Agricultural Engines, and Diesel Fuel Boilers 	<ul style="list-style-type: none"> • Wireframes, user stories, and code development for Micro Turbines, Storage of Odorants, and Storage of Aqueous Urea Solutions •
Information Technology Review Implementation	Complete Board requested Information Technology review and initiate work on implementation of key recommendations	\$75,000	<ul style="list-style-type: none"> • Initiated Implementation Planning and Resource Requirements for key recommendations • Conducted recruitment process to fill Systems & Programming Supervisor position • Completed Microsoft Project Plan training for all IM Managers, Supervisors and Secretaries 	<ul style="list-style-type: none"> • Office 365 deployment

Project	Brief Description	Budget	Completed Actions	Upcoming Milestones
Information Technology Review Implementation (continued)			<ul style="list-style-type: none"> Established Information Technology Steering Committee, members and charter Configured and deployed Project Management software for IM team 	
Permit Application Status and Dashboard Statistics	New Web application to allow engineers to update intermediate status of applications; create dashboard display of status summary with link to FIND for external user review	\$100,000	<ul style="list-style-type: none"> December 2017 Board action approved funding April 2018 project startup and detail planning completed June 2018 wireframe and user story approved for Release 1 User story and wireframe approved for application search module User stories approved and coding completed for Dashboard Data Entry screens 	<ul style="list-style-type: none"> Code development for Release 1 Code development for application search module User acceptance testing for data capture module User acceptance testing for user reports Internal deployment of application for engineers to populate application related data
Agenda Tracking System Replacement	Replace aging custom agenda tracking system with state-of-the-art, cost-effective Enterprise Content Management (ECM) system, which is fully integrated with OnBase, SCAQMD's agency-wide ECM system	\$86,600	<ul style="list-style-type: none"> Released RFP December 4, 2015 Awarded contract April 1, 2016 Continued parallel testing Conducted survey of stakeholder satisfaction As a result of the survey responses, the decision was made to develop a custom user interface for the application 	<ul style="list-style-type: none"> Identify funding source

Project	Brief Description	Budget	Completed Actions	Upcoming Milestones
Agenda Tracking System Replacement (continued)			<ul style="list-style-type: none"> Revised project scope to include custom user interface Developed plan and schedule for revised scope 	
Document Conversion Services	Document Conversion Services to convert paper documents stored at SCAQMD facilities to electronic storage in OnBase	\$83,000	<ul style="list-style-type: none"> Released RFQ October 5, 2018 Approved qualified vendors January 4, 2019 	<ul style="list-style-type: none"> Execute purchase orders for scanning services
Replace Your Ride (RYP)	New Web application to allow residents to apply for incentives to purchase newer, less polluting vehicles	\$301,820	<ul style="list-style-type: none"> Phase 2 Fund Allocation, Administration and Management Reporting modules deployed and in production Final Phase 2 user requested enhancements: VIN Number, Case Manager, Auto e-mail and document library updates deployed to production Phase 3 Data Migration development work completed 	<ul style="list-style-type: none"> Phase 3 user approval for production Implementation of Electric Vehicle Service Equipment and alternative mode of transportation in the RYP application Approval of data migration Approval of Phase 3 move to production
SCAQMD Mobile Application for iOS devices Phase 2	Enhancement of Mobile application with addition of Enhanced Notifications, Complaint Filing and Facility Information Detail	\$100,000	<ul style="list-style-type: none"> Project Charter released Proposal received Task order issued 	<ul style="list-style-type: none"> System design

Project	Brief Description	Budget	Completed Actions	Upcoming Milestones
SCAQMD Mobile Application for Android devices Phase 1	New mobile application for Android devices which will have the same functionality as the new iOS application	\$75,000	<ul style="list-style-type: none"> • Project Charter released • Proposal received • Task order issued 	<ul style="list-style-type: none"> • System design
FIND System Replacement	Update and replace Facility Information Detail (FIND) application	\$148,150	<ul style="list-style-type: none"> • Task order issued, evaluated and awarded • Detail project planning completed • Wireframe approved • Development completed • Automated Testing completed • Beta testing completed • User outreach and training completed • System moved to production 	<ul style="list-style-type: none"> • Phase 2 requirements gathering
Legal Division New System Development	Develop new web-based case management system for Legal Division to replace existing JWorks System	\$500,000	<ul style="list-style-type: none"> • Task order issued, evaluated and awarded • Project initiated and project charter finalized • Business Process Model completed • Functional and system design received 	<ul style="list-style-type: none"> • Code development for Sprint 1 – NOV tracking and MSPAP case management • Data model design

Project	Brief Description	Budget	Completed Actions	Upcoming Milestones
Flare Event Notification – Rule 1118	Develop new web-based application to comply with Rule 1118 to improve current flare notifications to the public and staff	\$100,000	<ul style="list-style-type: none"> • Vision & Scope issued • Charter Document and proposal approved • Task order to be issued • Requirement gathering for Sprint 1 & 2 completed • System Design for Sprint 1 & 2 completed 	<ul style="list-style-type: none"> • Requirement gathering for Sprint 3 • System Design for Sprint 3
VW Environmental Mitigation Action Plan Project	CARB has assigned SCAQMD to develop web applications for two projects: Zero-Emission Class 8 Freight and Port Drayage Truck Project & Combustion Freight and Marine Project. SCAQMD is responsible for developing a web application for both incentive programs, and maintaining a database that will be queried for reporting perspectives for CARB	\$650,000 (Budget Estimate pending grant approval)	<ul style="list-style-type: none"> • Draft Charter Document issued 	<ul style="list-style-type: none"> • Approve timeline and milestones • Approve Charter • Budget Transfer • Approve qualifying vendor • Requirement gathering • Functional and system design
AQ-SPEC Cloud Platform	Develop a cloud-based platform to manage and visualize data collected by low-cost sensors		<ul style="list-style-type: none"> • Task Order Issued • Proposals Received 	<ul style="list-style-type: none"> • Task Order to be awarded

Project	Brief Description	Budget	Completed Actions	Upcoming Milestones
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PeopleSoft Electronic Requisition	SCAQMD is implementing electronic requisition for PeopleSoft Financials. This will allow submittal of requisitions online. Additional benefits include tracking of multiple levels of approval, electronic archival of requisition documents, pre-encumbrance of budget, and streamlined workflow.		<ul style="list-style-type: none"> • Project Charter Approved • Task Order Issued • Proposal Received • Task Order Awarded • Requirement Gathering for Sprint 1 Completed • Design for Sprint 1 Completed 	<ul style="list-style-type: none"> • Code Development for Sprint 1
Renewal of HP Server Maintenance & Support	Purchase of maintenance and support services for servers and storage devices	\$120,000		<ul style="list-style-type: none"> • Request Board approval March 1, 2019 • Execute contract April 30, 2019

Projects that have been completed are shown below.

Completed Projects	
Project	Date Completed
Website & Evaluation Improvements	January 6, 2018
Information Technology Review	January 31, 2018
Prequalify Vendor List for PCs, Network Hardware, etc.	February 3, 2018
Renewal of HP Server Maintenance & Support	April 6, 2018
Implementation of Enterprise Geographic Information System (EGIS) Phase I	May 30, 2018
Fiber Cable Network Infrastructure Upgrade	May 30, 2018
Air Quality Index Rewrite and Migration	June 29, 2018
AQMD Mobile Application for iOS devices Phase 1	November 2, 2018
CLASS Database Software Licensing and Support	November 30, 2018

Item 10

DRAFT

BOARD MEETING DATE: March 1, 2019

AGENDA NO.

PROPOSAL: Authorize Purchase of Maintenance and Support Services for Servers and Storage Devices

SYNOPSIS: The servers and storage devices are used by enterprise-level software applications that currently support the Clean Air Support System for all SCAQMD core activities. Maintenance support for these systems will expire on April 30, 2019. This action is to obtain approval for the sole source purchase of hardware and software maintenance and support services for servers and storage devices from Hewlett Packard Enterprise Company for one year, in an amount not to exceed \$120,000.

COMMITTEE: Administrative, February 8, 2019; Recommended for Approval

RECOMMENDED ACTIONS:

Authorize the Procurement Manager to purchase one year of maintenance and support services for SCAQMD servers and storage devices from Hewlett Packard Enterprise Company at a cost not to exceed \$120,000.

Wayne Nastri
Executive Officer

RMM:MH:JP:cj

Background

SCAQMD uses HewlettPackard Enterprise Company (HP) servers and storage devices running Windows Server and Linux operating systems. The HP servers support several production applications such as the Clean Air Support System (CLASS), Permit Processing, Finance, Compliance, NSR, Emission Fee Billing, Notice of Violations, Facility Permits, ERS Interim Reports, Subscription Services, Central Stations, PeopleSoft Financial and HCM database, OnBase document management system, JWorks Legal system, AQMP Modeling and Telemetry system. Hardware and software maintenance and support services are required to ensure the continued operation of these programs with minimum interruption. Maintenance and support services for these servers expire on April 30, 2019.

In 2006, the Board approved release of an RFQ to select a vendor capable of providing the most cost-effective hardware and software maintenance and support services for servers. Only one vendor, (HP), the company that is currently supporting SCAQMD's servers, submitted a bid. HP is the sole manufacturer and provider of the hardware and software, and the only source for maintenance support licensing agreements. HP also provides the SCAQMD with substantial discounts through the WSCA (Western States Contracting Alliance) cooperative agreements.

Sole Source Justification

Section VIII.B.2 of the Procurement Policy and Procedure identifies circumstances under which a sole source purchase award may be justified. This request for a sole source award is made under provision VIII.B.2.c(2) and (3). The project involves the use of proprietary technology, and the contractor has ownership of key assets required for project performance. HP is the sole provider of this hardware and software and therefore, the only source for its maintenance and support licensing agreements.

Proposal

Staff recommends the purchase of one year of maintenance and support services for server hardware and software from HP at a cost not to exceed \$120,000.

Resource Impacts

Sufficient funds are included in the FY 2018-19 Budget.

Item 11

DRAFT

BOARD MEETING DATE: March 1, 2019

AGENDA NO.

PROPOSAL: Transfer and Appropriate Funds and Amend Contracts to Provide Short- and Long-Term Systems Development, Maintenance and Support Services

SYNOPSIS: SCAQMD currently has contracts with several companies for short- and long-term systems development, maintenance and support services. These contracts are periodically amended as additional needs are defined. This action is to transfer and appropriate funds totaling \$559,955 and amend three contracts previously approved by the Board to add funding for needed development and maintenance work.

COMMITTEE: Administrative, February 8, 2019; Recommend for Approval

RECOMMENDED ACTIONS:

1. Transfer and appropriate \$304,695 from the Designation for Permit Streamlining (Assigned Fund Balance) to Information Management's FY 2018-19 Budget, Capital Outlays Major Object, Capital Outlays Account, for continuation of permitting systems automation projects listed in the Attachment.
2. Transfer and appropriate \$100,000 from the Designation for Permit Streamlining (Assigned Fund Balance) to Information Management's FY 2018-19 Budget, Services and Supplies Major Object, Professional and Special Services Account, for permitting systems automation maintenance.
3. Transfer and appropriate \$133,010 from the Undesignated (Unassigned) Fund Balance to Information Management's FY 2018-19 Budget, Capital Outlays Major Object, Capital Outlays Account, for the Mobile Application.
4. Transfer \$22,250 from Information Management's FY 2018-19 Budget, Services and Supplies Major Object, Professional and Specialized Services Account to Information Management's FY 2018-19 Capital Outlays Major Object, Capital Outlays Account for enhancements to the e-MoVERS web application.

5. Authorize the Executive Officer to execute amendments to the contracts for systems development services in the amount of \$72,250 to Prelude Systems, \$133,010 to AgreeYa Solutions, and \$354,695 to Varsun eTechnologies from the FY 2018-19 Budget for the specific task orders listed in the Attachment.

Wayne Natri
Executive Officer

RMM:XC:jga

Background

At the March 2, 2018 meeting, the Board authorized staff to initiate level-of-effort contracts with several vendors for systems development, maintenance and support services. At the time these contracts were executed, it was expected that they would be modified in the future to add funding from approved budgets as system development requirements were identified and sufficiently defined so that task orders could be prepared. The contracts are for one year with the option to renew for two one-year periods.

System development and maintenance efforts are currently needed (see Attachment) to enhance system functionality and to provide staff with additional automation for improving productivity. The estimated cost to complete the work on these additional tasks exceeds the amount of funding in the existing contracts.

System development and maintenance efforts are currently needed to replace the SCAQMD Mobile Application on the Android mobile operating system environment. In November 2018, a completely redesigned SCAQMD Mobile Application was launched on the iOS mobile operating system environment to great success. The new application offered an intuitive user interface that delivered up-to-date and meaningful air quality information along with integrated weather information for multiple cities. It also included interactive air quality and alternative fuel maps using Esri's ArcGIS Mobile mapping platform. Since launching on Apple's app store, the SCAQMD Mobile Application has been installed on over 2,800 devices and received a 4.8 star rating. With the successful launch of the iOS version of the SCAQMD Mobile Application, there has been high demand to bring the Android version of the SCAQMD Mobile Application into parity.

This item is listed on the "Status Report on Major Ongoing and Upcoming Projects for Information Management."

Proposal

Staff proposes to amend three existing contracts to add \$72,250 to Prelude Systems, \$133,010 to AgreeYa Solutions and \$354,695 to Varsun eTechnologies for the specific task orders listed in the Attachment.

Staff also proposes a transfer of \$304,695 from the Designation for Permit Streamlining (Assigned Fund Balance) into Information Management's FY 2018-19 Budget to the Capital Outlays Major Object, Capital Outlays Account, to continue funding the second phase of the Permitting Systems Automation project.

In addition, staff proposes a transfer of \$100,000 from the Designation for Permit Streamlining (Assigned Fund Balance) into Information Management's FY 2018-19 Budget to the Services and Supplies Major Object, Professional and Special Services Account, for the On Line Filing, Registration, Form Filing, Mapping, and Workflow Automation systems.

A transfer of \$133,010 is also proposed from the Undesignated (Unassigned) Fund Balance to Information Management's FY 2018-19 Budget, Capital Outlays Major Object, Capital Outlays Account, for Mobile Application development.

In addition, staff also proposes a transfer of \$22,250 from Information Management's FY 2018-19 Budget, Services and Supplies Major Object, Professional and Specialized Services Account, to Information Management's FY 2018-19 Capital Outlays Major Object, Capital Outlays Account, to fund enhancements to the e-MoVERS web application.

Resource Impacts

Upon Board approval, sufficient funding will be available in the FY 2018-19 Budget.

Attachment

Task Order Summary

Attachment

Task Order Summary

Section A – Funding Totals for all Systems Development Contracts

CONTRACTOR	PREVIOUS FUNDING	PROPOSED ADDITION	TOTAL FUNDING
AgreeYa Solutions	\$195,000	\$133,010	\$328,010
Prelude Systems	\$295,825	\$72,250	\$368,075
Sierra Cybernetics	\$544,891	\$0	\$544,891
Varsun eTechnologies	\$1,078,790	\$354,695	\$1,432,885
TOTAL	\$2,114,506	\$559,955	\$2,673,861

Section B – Task Orders Scheduled for Award

TASK	DESCRIPTION	AMOUNT	AWARD TO
Permitting Automation Phase 3: 400-E-XX Form Filing and Workflow Automation	Continue On-Line Application Filing (OLAF) system automation work. Phase 3 development, modifications, and enhancements.	\$304,695	Varsun
Form Filing, Mapping, and Workflow Automation Maintenance	Maintenance of Phases 1 and 2 of the On Line Application Filing (OLAF) web application (which is currently in production), including mapping and receptor distances upgrades and Workflow Automation.	\$50,000	Prelude
On Line Filing and Registration Maintenance	Maintenance for the On Line Filing and Registration (Rule 222) web application.	\$50,000	Varsun
Mobile Application development for Android operating system	Development of SCAQMD Mobile Application on Android Mobile operating system.	\$133,010	AgreeYa
Electronic Mobile Vehicle Emission Reduction System Enhancements	Enhance the e-MoVERS web application to allow authorized users to re-open program registrations for single and multi-site facilities.	\$22,250	Prelude
TOTAL		\$559,955	

DRAFT

Item 12

BOARD MEETING DATE: March 1, 2019

AGENDA NO.

PROPOSAL: Issue RFP to Solicit Proposals and Execute Contract for Media, Advertising and Public Outreach Campaign for the 2019/20 Check Before You Burn Program

SYNOPSIS: This action is to issue an RFP not to exceed \$500,000 to solicit proposals from advertising agencies, media/public relations firms or other organizations with the necessary expertise to plan and execute a comprehensive media, advertising and public outreach campaign to promote awareness of and compliance with SCAQMD's 2019/20 Check Before You Burn program. The one-year contract will be funded from the Rule 1309.1 Priority Reserve Fund (36), and will include an option for renewal, with Board approval, for two additional one-year contracts.

COMMITTEE: Administrative, February 8, 2019; Recommended for Approval

RECOMMENDED ACTION:

Authorize the issuance of RFP #2019-17 to solicit proposals for a Media, Advertising and Public Outreach Campaign for the 2019/20 Check Before You Burn program in an amount not to exceed \$500,000, from the Rule 1309.1 Priority Reserve Fund (36).

Wayne Nastri
Executive Officer

DA:NKW

Background

SCAQMD's Check Before You Burn program and its regulatory framework, Rule 445 – Wood-Burning Devices, are key measures in the agency's Air Quality Management Plan to achieve the federal health-based air quality standard for PM_{2.5}. Check Before You Burn and Rule 445 seek to reduce PM_{2.5} emissions from wood burning in residential fireplaces and wood-burning devices from November 1 through the end of February each year on days when unhealthy air quality is forecast.

For the past six years, SCAQMD has contracted with media/public relations firms through a competitive bid process to plan and execute comprehensive outreach

campaigns to:

- Increase awareness of and support for SCAQMD's Check Before You Burn program;
- Promote awareness of and compliance with no-burn days; and
- Promote signups to AirAlerts.org.

The campaigns have achieved tens of millions of impressions and thousands of AirAlerts signups through paid advertisements, "earned media" (news coverage) and community events, thus significantly boosting awareness of the program.

Proposal

For the 2019/20 Check Before You Burn season, SCAQMD needs to build on the outreach momentum gained over the past several years. Staff recommends contracting with a public relations/media/advertising firm to design and implement a comprehensive outreach campaign to promote the Check Before You Burn Program.

The RFP's statement of work would include the following tasks:

1. Develop an overall campaign plan, including a means for quantifying the success of the campaign;
2. Develop all creative content;
3. Negotiate and execute all media buys on behalf of SCAQMD;
4. Seek value-added components to the media buys;
5. Conduct research to support the goals of the campaign; and
6. Produce a final report.

The entire period of performance for the contractor is expected to be approximately nine months. Following execution of a contract, approximately four months will be spent planning and preparing for the campaign. Campaign ads will run from November 1, 2019 to February 29, 2020. The contractor will submit a final report following the end of the campaign.

Proposals will be reviewed and evaluated by a diverse, technically qualified panel in accordance with criteria contained in the attached RFP. The panel is expected to be comprised of a manager from SCAQMD's Legislative and Public Affairs team, a member of SCAQMD's Media office staff involved in coordination of the contractor's efforts, a member of SCAQMD's Legal department, and a member of a public agency that oversees similar types of outreach work. If requested by the Administrative Committee, top-scoring bidders will be interviewed by the committee for selection of a contractor.

The total budget is up to \$500,000, which encompasses all costs including labor costs for the contractor and any subcontractors, creative and production costs, media buys, and any other direct costs. The contractor will not receive commissions from any media outlets as part of this campaign.

Outreach

In accordance with SCAQMD's Procurement Policy and Procedure, a public notice advertising the RFP and inviting bids will be published in the Los Angeles Times, the Orange County Register, the San Bernardino Sun, and the Riverside County's Press Enterprise newspapers to leverage the most cost-effective method of outreach to the South Coast Air Basin.

Additionally, potential bidders may be notified utilizing SCAQMD's own electronic listing of certified minority vendors. Notice of the RFP will be emailed to the Black and Latino Legislative Caucuses and various minority chambers of commerce and business associations, and placed on the Internet at SCAQMD's website (<http://www.aqmd.gov>) where it can be viewed by making the selection "Grants & Bids."

Proposed Budget

The budget for the 2019/20 Check Before You Burn campaign is up to \$500,000.

Resource Impacts

Sufficient funds are available in the Rule 1309.1 Priority Reserve Fund (36) for this outreach program.

Attachment

RFP #2019-17



SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT

REQUEST FOR PROPOSALS

MEDIA, ADVERTISING AND PUBLIC OUTREACH CAMPAIGN FOR CHECK BEFORE YOU BURN PROGRAM

P2019-17

South Coast Air Quality Management District (SCAQMD) requests proposals for the following purpose according to terms and conditions attached. In the preparation of this Request for Proposals (RFP) the words "Proposer," "Contractor," "Consultant," "Bidder" and "Firm" are used interchangeably.

PURPOSE

The purpose of the RFP is to solicit proposals from advertising agencies, media/public relations firms or other organizations with the necessary expertise to plan and execute a comprehensive media, advertising and public outreach initiative to promote awareness of and compliance with the SCAQMD's Check Before You Burn program for the 2019/20 fall/winter season.

INDEX - The following are contained in this RFP:

Section I	Background/Information
Section II	Contact Person
Section III	Schedule of Events
Section IV	Participation in the Procurement Process
Section V	Statement of Work/Schedule of Deliverables
Section VI	Required Qualifications
Section VII	Proposal Submittal Requirements
Section VIII	Proposal Submission
Section IX	Proposal Evaluation/Contractor Selection Criteria
Section X	Funding
Section XI	Sample Contract

Attachment A - Participation in the Procurement Process

Attachment B - Certifications and Representations

SECTION I: BACKGROUND/INFORMATION

The purpose of this RFP is to solicit proposals from advertising agencies, media/public relations firms or other organizations with the necessary expertise to plan and execute a comprehensive media, advertising and public outreach campaign to promote awareness of and compliance with SCAQMD's Check Before You Burn program from November 1, 2019 through February 29, 2020.

Agency Background

The [SCAQMD](#) was created by the California Legislature in 1977 to combine individual county air pollution agencies in Southern California into one regional agency, with jurisdiction across all of Orange County and major portions of Los Angeles, San Bernardino and Riverside counties. The agency is governed by a 13-member Governing Board consisting of county supervisors, city council members and state appointees.

SCAQMD is responsible for regulating air emissions primarily from stationary sources of air pollution, such as factories, oil refineries, chemical plants, gasoline stations and dry cleaners. SCAQMD regulates more than 28,000 such businesses operating in the Southland.

State law also requires the SCAQMD to periodically develop an Air Quality Management Plan (AQMP) that outlines how the South Coast region will achieve state and federal ambient air quality standards, or at a minimum demonstrate that all feasible measures are being implemented to meet state air quality standards.

Fine particulate matter (PM2.5) is a serious public health threat associated with a wide range of adverse health effects, including increased emergency room visits and hospitalizations, as well as increased risk of heart attacks and premature deaths. Southern California has some of the worst PM2.5 air pollution in the nation and although smoke from wood-burning devices is not the largest PM2.5 source, it does impact air quality. Specifically, fireplaces and other wood-burning devices in the Southland have been estimated to emit more than five tons of PM2.5 per day in the South Coast Air Basin.

Regulatory Background – Rule 445

In March 2008, SCAQMD adopted [Rule 445 – Wood-Burning Devices](#), to reduce PM2.5 emissions from residential wood-burning devices. Under Rule 445, from November 1 through the end of February, when PM2.5 is forecast to reach unhealthful levels, residents are prohibited from burning wood in their fireplaces for a 24-hour period or longer, if consecutive No-Burn days are declared. Typically the wood burning prohibition applies to the entire South Coast Air Basin.

Check Before You Burn

SCAQMD's [Check Before You Burn program](#) is the public education and outreach component of Rule 445. The campaign seeks to educate residents of the South Coast Air Basin about the hazards of wood smoke and encourage their compliance with No-Burn days. See the [2018 news release](#) for more information.

Past and Current Initiatives

Under recent campaigns, comprehensive outreach efforts were executed including conducting quantitative research and focus groups; developing messages in English and Spanish; purchasing radio, cable TV, cinema, and digital advertising; producing video PSAs; securing earned media coverage; direct marketing; participating in community outreach events; crafting social media posts; and presenting at various SCAQMD meetings.

NOTE: Bidders should not assume that program elements or methods used previously by SCAQMD and its contractors must continue. SCAQMD encourages the development of innovative approaches to enhance and improve prior Check Before You Burn initiatives.

Scope of Work – See Section V

Goals

1. Increase awareness of and support for SCAQMD's Check Before You Burn program
2. Promote awareness of and compliance with [No-Burn Days](#)
3. Increase signups to SCAQMD's [AirAlerts](#) air quality forecasts and notifications

Audience

The overall audience includes all residents of the South Coast Air Basin, but specifically the more than 1 million households that actively burn wood in their fireplaces.

Timeframe

The entire period of performance for the Contractor is expected to be approximately nine months. Following anticipated selection of a contractor by SCAQMD's Governing Board in June 2019, approximately four months will be spent planning and preparing for the campaign. The campaign will be live from Nov. 1, 2019 through Feb. 28, 2020. The Contractor will complete and submit to SCAQMD a final report during March 2020.

Since the CONTRACTOR will have approximately four months -- from July to late October -- to plan the entire campaign and produce all creative materials, bidders should submit a detailed RFP that includes an overall strategy, specific proposed media buys, sample creative material and a plan for campaign research. In addition, the campaign plan must be designed and implemented such that advertising, media and other outreach for the Check Before You Burn program begin no later than Nov. 1, 2019.

Partnerships

SCAQMD is seeking a cost-effective campaign that will achieve the greatest value for its investment. As such, prospective Contractors may want to consider partnerships with a media organization, discounted agency fees, etc. to maximize SCAQMD's dollars.

Number of awards

One award is anticipated under this RFP.

Budget and Contractor compensation

The maximum amount available for the campaign, including Contractor labor, any subcontractors, creative and production costs, media buys, direct costs, etc., is \$500,000.

The SCAQMD anticipates issuing a fixed-priced contract. The Contractor will invoice SCAQMD on a monthly basis for labor, media buys and production costs. The Contractor will pay media outlets for advertising. The Contractor will not receive any commissions from the media outlets for ad buys.

Review process

Before implementation, the final plan and all creative material will be reviewed and approved by SCAQMD's Deputy Executive Officer for Legislative, Public Affairs and Media, and SCAQMD's Executive Officer.

Support from SCAQMD

SCAQMD will provide technical and background information to help support the campaign, such as:

- Detailed information on SCAQMD's Check Before You Burn program.
- Samples of existing SCAQMD collateral on air quality, Air Alerts, Check Before You Burn, etc. Proposers should review SCAQMD's AirAlerts website at AirAlerts.org; and its general website at www.aqmd.gov.

SECTION II: CONTACT PERSON:

****All questions regarding the RFP must be emailed to Kim White at SCAQMD, at kwhite@aqmd.gov no later than 5 p.m. on March 19. Questions will be answered by email and posted to SCAQMD's RFP webpage at <http://www.aqmd.gov/grants-bids>. General questions about the RFP process and sample contract should be directed to Dean Hughbanks, SCAQMD Procurement Manager, at 909- 396-2808.**

SECTION III: SCHEDULE OF EVENTS

March 1, 2019 – RFP Released
 March 12, 2019 at 10:30 a.m. – Bidder's Conference
 March 19, 2019 at 5 p.m. – Deadline for questions
 April 3, 2019 -- Proposals Due – **No Later Than 1:00 pm**
 April 10, 2019 – Panel Evaluations
 May 10, 2019 – SCAQMD Administrative Committee Meeting and Interviews
 June 7, 2019 – Governing Board Approval
 July 2, 2019 – Anticipated Contract Execution
 November 1, 2019 to Feb. 29, 2020 – Campaign live

*Participation in the Bidder's Conference is optional. Such participation would assist in notifying potential bidders of any updates or amendments. The Bidder's Conference will be held in Room CC-6 at the SCAQMD Headquarters in Diamond Bar, California at 10:30 a.m. on March 12, 2019. Please contact Brandee Keith at 909-396-3952 or bkeith@aqmd.gov by close of business on March 8 if you plan to attend.

SECTION IV: PARTICIPATION IN THE PROCUREMENT PROCESS

It is the policy of SCAQMD to ensure that all businesses including minority business enterprises, women business enterprises, disabled veteran business enterprises and small businesses have a fair and equitable opportunity to compete for and participate in SCAQMD contracts. Attachment A to this RFP contains definitions and further information.

SECTION V: STATEMENT OF WORK/SCHEDULE OF DELIVERABLES

A. Statement of Work

1. Using the detailed campaign plan presented in the RFP, and incorporating any feedback from SCAQMD's Governing Board and DEO for Legislative, Public Affairs & Media, finalize an overall campaign plan to promote awareness of and compliance with the Check Before You Burn program during the 2019/20 season.
2. Produce all creative material needed for the campaign.
3. Negotiate and execute all media buys on behalf of SCAQMD.
4. Seek value-ads to the media buys, such as additional spots, interviews, etc.
5. Design and execute a research strategy to quantify the effectiveness of the campaign, specifically: increase in awareness of and/or support for the Check Before You Burn program; increase in compliance with No-Burn alerts; and increase in subscriptions to AirAlerts.org.
6. Seek positive earned-media coverage of the Check Before You Burn program and No-Burn alerts.
7. Monitor all ad flights and ensure any missed ads are made up.
8. Provide to SCAQMD on a regular basis statistics including paid and earned media impressions.
9. Produce a final report for SCAQMD on the campaign.

B. Schedule of Deliverables

Month	August 2019	Sept. 2019	Oct. 2019	Nov. 2019	Dec. 2019	Jan. 2020	Feb. 2020	March 2020
Kickoff meeting with SCAQMD CBYB team	X							
Completion of Task No. 1-2	X	X						
SCAQMD review and approval of	X	X						
Completion of Task No. 3-6		X	X	X	X	X	X	
All elements of campaign LIVE; complete Task No. 7-8				X	X	X	X	
Completion of Task No. 9								X

SECTION VI: REQUIRED QUALIFICATIONS

Proposers under this solicitation should have significant demonstrated experience in:

- Executing marketing campaigns for government agencies or non-profits seeking to increase awareness of their agency or organization;
- Successfully promoting behavior change that benefits public health or society at large;
- Quantifying behavior changes resulting from marketing campaigns;
- Developing and implementing advertising campaigns specifically for TV, print, radio, Internet and social media;
- Negotiating the best ad rates and “added value” elements such as additional ad spots, etc.; and
- Monitoring advertising campaigns, including optimizing ad timing/placement if warranted, ensuring that any missed ads are made up.

SECTION VII: PROPOSAL SUBMITTAL REQUIREMENTS

Submitted proposals must follow the format outlined below and all requested information must be supplied. Failure to submit proposals in the required format will result in elimination from proposal evaluation. SCAQMD may modify the RFP or issue supplementary information or guidelines during the proposal preparation period prior to the due date. Please check our website for updates (<http://www.aqmd.gov/grants-bids>). The cost for developing the proposal is the responsibility of the Contractor, and shall not be chargeable to SCAQMD.

Each proposal must be submitted in three separate volumes:

- Volume I - Technical Proposal
- Volume II - Cost Proposal
- Volume III - Certifications and Representations included in Attachment B to this RFP, must be completed and executed by an authorized official of the Contractor.

A separate cover letter including the name, address, and telephone number of the contractor, and signed by the person or persons authorized to represent the Firm should accompany the proposal submission. Firm contact information as follows should also be included in the cover letter:

1. Address and telephone number of office in, or nearest to, Diamond Bar, California.
2. Name and title of Firm's representative designated as contact.

A separate Table of Contents should be provided for Volumes I and II.

VOLUME I - TECHNICAL PROPOSAL

DO NOT INCLUDE ANY COST INFORMATION IN THE TECHNICAL VOLUME

Summary (Section A) - State overall approach to meeting the objectives and satisfying the scope of work to be performed, the sequence of activities, and a description of methodology or techniques to be used.

Campaign Design (Section B) - This section comprises the body of the technical proposal. The proposer should describe their proposed campaign in detail, addressing all project requirements as specified in RFP sections I and V above. **This section should indicate proposed media buys and total impressions from each media category, i.e. TV, Internet, print, etc.**

Program Schedule (Section C) – Provide a projected time schedule and milestones for all elements of the campaign.

Proposer Qualifications (Section D) - Describe the technical capabilities of the Firm, including other similar campaigns performed during the last five years, particularly those for non-profit or governmental organizations, demonstrating ability to successfully complete the project. .

References (Section E) -- List references of prior clients, preferably those for whom similar campaigns were planned/executed. Include contact name, title, and telephone number for any references listed.

Assigned Personnel (Section F) - Provide the following information about the staff to be assigned to this project:

1. Describe the proposed management structure and organization of the proposed team.
2. List all key personnel assigned to the project by level and name. Provide a resume or similar statement of the qualifications of the lead person and all persons assigned to the project. Substitution of project manager or lead personnel will not be permitted without prior written approval of SCAQMD.
3. Provide a statement indicating whether or not 90% of the work will be performed within the geographical boundaries of SCAQMD.

Subcontractors (Section G) - This project may require subcontractors. List any subcontractors that will be used and the work to be performed by them.

Conflict of Interest (Section H) - Address possible conflicts of interest with other clients affected by actions performed by the Firm on behalf of SCAQMD. Although the Proposer will not be automatically disqualified by reason of work performed for such clients, SCAQMD reserves the right to consider the nature and extent of such work in evaluating the proposal.

Additional Data (Section I) - Provide other essential data that may assist in the evaluation of this proposal.

VOLUME II - COST PROPOSAL

Name and Address - The Cost Proposal must list the name and complete address of the

Proposer in the upper left-hand corner.

Cost Proposal – SCAQMD anticipates awarding a fixed price contract. Cost information must be provided as listed below:

1. Detail must be provided by the following categories:
 - A. Labor – List the total number of hours and the hourly billing rate for each level of professional staff.
 - B. Media Buy – Provide an estimate of the cost of each media buy. Please note that SCAQMD will not allow the selected contractor to receive a commission from any media outlet.
 - C. Subcontractor Costs - List subcontractor costs and identify subcontractors by name. Itemize subcontractor charges per hour, day or task.
 - D. Production Costs – List the cost for production of all ads.
 - E. Other Direct Costs –Itemize any direct costs that will be incurred by the campaign.
2. It is the policy of the SCAQMD to receive at least as favorable pricing, warranties, conditions, benefits and terms as other customers or clients making similar purchases or receiving similar services. SCAQMD will give preference, where appropriate, to vendors who certify that they will provide “most favored customer” status to the SCAQMD. To receive preference points, Proposer shall certify that SCAQMD is receiving “most favored customer” pricing in the Business Status Certifications page of Volume III, Attachment B – Certifications and Representations.

VOLUME III - CERTIFICATIONS AND REPRESENTATIONS (see Attachment B to this RFP)

Certifications and Representations included in Attachment B to this RFP should be executed by an authorized official of the Proposer.

SECTION VIII: PROPOSAL SUBMISSION

All proposals must be submitted according to specifications set forth in the section above, and this section. Failure to adhere to these specifications may be cause for rejection of the proposal.

Signature - All proposals must be signed by an authorized representative of the Proposer.

Due Date – **All proposals are due no later than 1:00 p.m., April 3, 2019, and should be directed to:**

Procurement Unit
 South Coast Air Quality Management District
 21865 Copley Drive
 Diamond Bar, CA 91765-4178
 (909) 396-3520

Submittal - The Proposer shall submit four (4) complete copies of the proposal in a sealed envelope, plainly marked in the upper left-hand corner with the name and address of the Proposer and the words "Request for Proposals P2019-17."

Late bids/proposals will not be accepted under any circumstances. Any correction or resubmission done by the Proposal will not extend the submittal due date.

Grounds for Rejection - A proposal may be immediately rejected if:

- It is not prepared in the format described, or
- It is signed by an individual not authorized to represent the Firm.

Modification or Withdrawal - Once submitted, proposals cannot be altered without the prior written consent of SCAQMD. All proposals shall constitute firm offers and may not be withdrawn for a period of ninety (90) days following the last day to accept proposals.

SECTION IX: PROPOSAL EVALUATION/CONTRACTOR SELECTION CRITERIA

- A. Proposals will be evaluated by a panel of three to five SCAQMD staff members familiar with the subject matter of the project. The panel shall be appointed by the Executive Officer or his designee. In addition, the evaluation panel may include one communications professional from outside SCAQMD. The panel will recommend several finalists to the SCAQMD's Administrative Committee for final selection of one Contractor.
- B. Each member of the evaluation panel shall be accorded equal weight in his or her rating of proposals. The evaluation panel members shall evaluate the proposals according to the specified criteria and numerical weightings set forth below.

1. Scoring

Campaign Design 50

The review panel will assign a score of up to 50 points to each proposal based on sections A, B and C in the required technical proposal detailed in section VII, Part I.

Proposer Qualifications 25

The review panel will assign a score of up to 25 points to each proposal based on sections D, E and F in the required technical proposal detailed in Section VII, Part I.

Value-Added Elements 15

The review panel will assign a score of up to 15 points for value-added features such as a discount on Contractor's standards, rates, media partnerships, etc.

Cost 10

Ten (10) points will be awarded to the lowest-cost proposal. All other cost proposals will receive points on a prorated basis. For example, if the lowest cost

proposal is \$1,000 it will receive the full 10 points. If the next lowest proposal is \$1,100 it will receive nine (9) points reflecting the fact that it is 10% higher than the lowest cost. (90% of 10 points = 9 points)

TOTAL	100
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(c) Additional Points

Small Business or Small Business Joint Venture	10
DVBE or DVBE Joint Venture	10
Use of DVBE or Small Business Subcontractors	7
Low-Emission Vehicle Business	5
Local Business (Non-Federally Funded Projects Only)	5
Off-Peak Hours Delivery Business	2
Most Favored Customer	2

The cumulative points awarded for small business, DVBE, use of small business or DVBE subcontractors, low-emission vehicle business, local business, and off-peak hours delivery business shall not exceed 15 points. Most Favored Customer status incentive points shall be added, as applicable for a total of 17 points.

Self-Certification for Additional Points

The award of these additional points shall be contingent upon Proposer completing the Self-Certification section of Attachment B – Certifications and Representations and/or inclusion of a statement in the proposal self-certifying that Proposer qualifies for additional points as detailed above.

2. To receive additional points in the evaluation process for the categories of Small Business or Small Business Joint Venture, DVBE or DVBE Joint Venture or Local Business (for non-federally funded projects), the proposer must submit a self-certification or certification from the State of California Office of Small Business Certification and Resources at the time of proposal submission certifying that the proposer meets the requirements set forth in Section IV. To receive points for the use of DVBE and/or Small Business subcontractors, at least 25 percent of the total contract value must be subcontracted to DVBEs and/or Small Businesses. To receive points as a Low-Emission Vehicle Business, the proposer must demonstrate to the Executive Officer, or designee, that supplies and materials delivered to SCAQMD are delivered in vehicles that operate on either clean-fuels or if powered by diesel fuel, that the vehicles have particulate traps installed. To receive points as a Local Business, the proposer must affirm that it has an ongoing business within the South Coast AQMD at the time of bid/proposal submittal and that 90% of the work related to the contract will be performed within the South Coast AQMD. Proposals for legislative representation, such as in Sacramento, California or Washington D.C. are not eligible for local business incentive points. Federally funded projects are not eligible for local business incentive points. To receive points as an Off-Peak Hours Delivery Business, the

proposer must submit, at proposal submission, certification of its commitment to delivering supplies and materials to SCAQMD between the hours of 10:00 a.m. and 3:00 p.m. To receive points for Most Favored Customer status, the proposer must submit, at proposal submission, certification of its commitment to provide most favored customer status to the SCAQMD. The cumulative points awarded for small business, DVBE, use of Small Business or DVBE Subcontractors, Local Business, Low-Emission Vehicle Business and Off-Peak Hour Delivery Business shall not exceed 15 points.

3. The lowest cost proposal will be awarded the maximum cost points available and all other cost proposals will receive points on a prorated basis. For example if the lowest cost proposal is \$1,000 and the maximum points available are 30 points, this proposal would receive the full 30 points. If the next lowest cost proposal is \$1,100 it would receive 27 points reflecting the fact that it is 10% higher than the lowest cost (90% of 30 points = 27 points).
- C. During the selection process the evaluation panel may wish to interview some proposers for clarification purposes only. No new material will be permitted at this time. Additional information provided during the bid review process is limited to clarification by the Proposer of information presented in his/her proposal, upon request by SCAQMD.
 - D. The Executive Officer or Governing Board may award the contract to a Proposer other than the Proposer receiving the highest rating in the event the Governing Board determines that another Proposer from among those technically qualified would provide the best value to SCAQMD considering cost and technical factors. The determination shall be based solely on the Evaluation Criteria contained in the Request for Proposal (RFP), on evidence provided in the proposal and on any other evidence provided during the bid review process.
 - E. Selection will be made based on the above-described criteria and rating factors. The selection will be made by and is subject to Executive Officer or Governing Board approval. Proposers may be notified of the results by letter.
 - F. The Governing Board has approved a Bid Protest Procedure which provides a process for a Bidder or prospective Bidder to submit a written protest to SCAQMD Procurement Manager in recognition of two types of protests: Protest Regarding Solicitation and Protest Regarding Award of a Contract. Copies of the Bid Protest Policy can be secured through a request to SCAQMD Procurement Department.
 - G. The Executive Officer or Governing Board may award contracts to more than one proposer if in (his or their) sole judgment the purposes of the (contract or award) would best be served by selecting multiple proposers.
 - H. If additional funds become available, the Executive Officer or Governing Board may increase the amount awarded. The Executive Officer or Governing Board may also select additional proposers for a grant or contract if additional funds become available.
 - I. Disposition of Proposals – Pursuant to SCAQMD's Procurement Policy and Procedure, SCAQMD reserves the right to reject any or all proposals. All proposals become the property of SCAQMD, and are subject to the California Public Records Act. One copy

of the proposal shall be retained for SCAQMD files. Additional copies and materials will be returned only if requested and at the proposer's expense.

SECTION X: FUNDING

The total funding for the work contemplated by this RFP, including Contractor labor, media buys, ad production, direct costs, etc., will be a maximum of **\$500,000** for the 2019/20 Check Before You Burn season with an option to renew the contract twice, for the 2020/21 and 2021/22 Check Before You Burn seasons, for an estimated total amount of \$1,500,000.

SECTION XI: SAMPLE CONTRACT

A sample contract to carry out the work described in this RFP is available on SCAQMD's website at <http://www.aqmd.gov/grants-bids> or upon request from the RFP Contact Person (Section II).

ATTACHMENT A

PARTICIPATION IN THE PROCUREMENT PROCESS

- A. It is the policy of South Coast Air Quality Management District (SCAQMD) to ensure that all businesses including minority business enterprises, women business enterprises, disabled veteran business enterprises and small businesses have a fair and equitable opportunity to compete for and participate in SCAQMD contracts.

B. Definitions:

The definition of minority, women or disadvantaged business enterprises set forth below is included for purposes of determining compliance with the affirmative steps requirement described in Paragraph G below on procurements funded in whole or in part with federal grant funds which involve the use of subcontractors. The definition provided for disabled veteran business enterprise, local business, small business enterprise, low-emission vehicle business and off-peak hours delivery business are provided for purposes of determining eligibility for point or cost considerations in the evaluation process.

1. "Women business enterprise" (WBE) as used in this policy means a business enterprise that meets all of the following criteria:
 - a. a business that is at least 51 percent owned by one or more women, or in the case of any business whose stock is publicly held, at least 51 percent of the stock is owned by one or more women.
 - b. a business whose management and daily business operations are controlled by one or more women.
 - c. a business which is a sole proprietorship, corporation, or partnership with its primary headquarters office located in the United States, which is not a branch or subsidiary of a foreign corporation, foreign firm, or other foreign-based business.
2. "Disabled veteran" as used in this policy is a United States military, naval, or air service veteran with at least 10 percent service-connected disability who is a resident of California.
3. "Disabled veteran business enterprise" (DVBE) as used in this policy means a business enterprise that meets all of the following criteria:
 - a. is a sole proprietorship or partnership of which at least 51 percent is owned by one or more disabled veterans or, in the case of a publicly owned business, at least 51 percent of its stock is owned by one or more disabled veterans; a subsidiary which is wholly owned by a parent corporation but only if at least 51 percent of the voting stock of the parent corporation is owned by one or more disabled veterans; or a joint venture in which at least 51 percent of the joint venture's management and control and earnings are held by one or more disabled veterans.
 - b. the management and control of the daily business operations are by one or more disabled veterans. The disabled veterans who exercise management and control are not required to be the same disabled veterans as the owners of the business.

- c. is a sole proprietorship, corporation, or partnership with its primary headquarters office located in the United States, which is not a branch or subsidiary of a foreign corporation, firm, or other foreign-based business.
4. "Local business" as used in this policy means a company that has an ongoing business within geographical boundaries of SCAQMD at the time of bid or proposal submittal and performs 90% of the work related to the contract within the geographical boundaries of SCAQMD and satisfies the requirements of subparagraph H below.
5. "Small business" as used in this policy means a business that meets the following criteria:
 - a. 1) an independently owned and operated business; 2) not dominant in its field of operation; 3) together with affiliates is either:
 - A service, construction, or non-manufacturer with 100 or fewer employees, and average annual gross receipts of ten million dollars (\$10,000,000) or less over the previous three years, or
 - A manufacturer with 100 or fewer employees.
 - b. Manufacturer means a business that is both of the following:
 - 1) Primarily engaged in the chemical or mechanical transformation of raw materials or processed substances into new products.
 - 2) Classified between Codes 311000 and 339000, inclusive, of the North American Industrial Classification System (NAICS) Manual published by the United States Office of Management and Budget, 2007 edition.
6. "Joint ventures" as defined in this policy pertaining to certification means that one party to the joint venture is a DVBE or small business and owns at least 51 percent of the joint venture.
7. "Low-Emission Vehicle Business" as used in this policy means a company or contractor that uses low-emission vehicles in conducting deliveries to SCAQMD. Low-emission vehicles include vehicles powered by electric, compressed natural gas (CNG), liquefied natural gas (LNG), liquefied petroleum gas (LPG), ethanol, methanol, hydrogen and diesel retrofitted with particulate matter (PM) traps.
8. "Off-Peak Hours Delivery Business" as used in this policy means a company or contractor that commits to conducting deliveries to SCAQMD during off-peak traffic hours defined as between 10:00 a.m. and 3:00 p.m.
9. "Benefits Incentive Business" as used in this policy means a company or contractor that provides janitorial, security guard or landscaping services to SCAQMD and commits to

providing employee health benefits (as defined below in Section VIII.D.2.d) for full time workers with affordable deductible and co-payment terms.

10. "Minority Business Enterprise" as used in this policy means a business that is at least 51 percent owned by one or more minority person(s), or in the case of any business whose stock is publicly held, at least 51 percent of the stock is owned by one or more minority persons.

- a. a business whose management and daily business operations are controlled by one or more minority persons.
- b. a business which is a sole proprietorship, corporation, or partnership with its primary headquarters office located in the United States, which is not a branch or subsidiary of a foreign corporation, foreign firm, or other foreign-based business.
- c. "Minority person" for purposes of this policy, means a Black American, Hispanic American, Native-American (including American Indian, Eskimo, Aleut, and Native Hawaiian), Asian-Indian (including a person whose origins are from India, Pakistan, and Bangladesh), Asian-Pacific-American (including a person whose origins are from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the United States Trust Territories of the Pacific, Northern Marianas, Laos, Cambodia, and Taiwan).

11. "Most Favored Customer" as used in this policy means that the SCAQMD will receive at least as favorable pricing, warranties, conditions, benefits and terms as other customers or clients making similar purchases or receiving similar services.

12. "Disadvantaged Business Enterprise" as used in this policy means a business that is an entity owned and/or controlled by a socially and economically disadvantaged individual(s) as described by Title X of the Clean Air Act Amendments of 1990 (42 U.S.C. 7601 note) (10% statute), and Public Law 102-389 (42 U.S.C. 4370d)(8% statute), respectively;
 a Small Business Enterprise (SBE);
 a Small Business in a Rural Area (SBRA);
 a Labor Surplus Area Firm (LSAF); or
 a Historically Underutilized Business (HUB) Zone Small Business Concern, or a concern under a successor program.

C. Under Request for Quotations (RFQ), DVBES, DVBE business joint ventures, small businesses, and small business joint ventures shall be granted a preference in an amount equal to 5% of the lowest cost responsive bid. Low-Emission Vehicle Businesses shall be granted a preference in an amount equal to 5 percent of the lowest cost responsive bid. Off-Peak Hours Delivery Businesses shall be granted a preference in an amount equal to 2 percent of the lowest cost responsive bid. Local businesses (if the procurement is not funded in whole or in part by federal grant funds) shall be granted a preference in an amount equal to 2% of the lowest cost responsive bid. Businesses offering Most Favored Customer status shall be granted a preference in an amount equal to 2 percent of the lowest cost responsive bid.

- D. Under Request for Proposals, DVBEs, DVBE joint ventures, small businesses, and small business joint ventures shall be awarded ten (10) points in the evaluation process. A non-DVBE or large business shall receive seven (7) points for subcontracting at least twenty-five (25%) of the total contract value to a DVBE and/or small business. Low-Emission Vehicle Businesses shall be awarded five (5) points in the evaluation process. On procurements which are not funded in whole or in part by federal grant funds local businesses shall receive five (5) points. Off-Peak Hours Delivery Businesses shall be awarded two (2) points in the evaluation process. Businesses offering Most Favored Customer status shall be awarded two (2) points in the evaluation process.
- E. SCAQMD will ensure that discrimination in the award and performance of contracts does not occur on the basis of race, color, sex, national origin, marital status, sexual preference, creed, ancestry, medical condition, or retaliation for having filed a discrimination complaint in the performance of SCAQMD contractual obligations.
- F. SCAQMD requires Contractor to be in compliance with all state and federal laws and regulations with respect to its employees throughout the term of any awarded contract, including state minimum wage laws and OSHA requirements.
- G. When contracts are funded in whole or in part by federal funds, and if subcontracts are to be let, the Contractor must comply with the following, evidencing a good faith effort to solicit disadvantaged businesses. Contractor shall submit a certification signed by an authorized official affirming its status as a MBE or WBE, as applicable, at the time of contract execution. SCAQMD reserves the right to request documentation demonstrating compliance with the following good faith efforts prior to contract execution.
 - 1. Ensure Disadvantaged Business Enterprises (DBEs) are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. For Indian Tribal, State and Local Government recipients, this will include placing DBEs on solicitation lists and soliciting them whenever they are potential sources.
 - 2. Make information on forthcoming opportunities available to DBEs and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by DBEs in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of 30 calendar days before the bid or proposal closing date.
 - 3. Consider in the contracting process whether firms competing for large contracts could subcontract with DBEs. For Indian Tribal, State and Local Government recipients, this will include dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by DBEs in the competitive process.
 - 4. Encourage contracting with a consortium of DBEs when a contract is too large for one of these firms to handle individually.
 - 5. Using the services and assistance of the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

6. If the prime contractor awards subcontracts, require the prime contractor to take the above steps.
- H. To the extent that any conflict exists between this policy and any requirements imposed by federal and state law relating to participation in a contract by a certified MBE/WBE/DVBE as a condition of receipt of federal or state funds, the federal or state requirements shall prevail.
- I. When contracts are not funded in whole or in part by federal grant funds, a local business preference will be awarded. For such contracts that involve the purchase of commercial off-the-shelf products, local business preference will be given to suppliers or distributors of commercial off-the-shelf products who maintain an ongoing business within the geographical boundaries of SCAQMD. However, if the subject matter of the RFP or RFQ calls for the fabrication or manufacture of custom products, only companies performing 90% of the manufacturing or fabrication effort within the geographical boundaries of SCAQMD shall be entitled to the local business preference.
- J. In compliance with federal fair share requirements set forth in 40 CFR Part 33, SCAQMD shall establish a fair share goal annually for expenditures with federal funds covered by its procurement policy.

ATTACHMENT B:
CERTIFICATIONS AND REPRESENTATIONS



South Coast Air Quality Management District

21865 Copley Drive, Diamond Bar, CA 91765-4178

(909) 396-2000 • www.aqmd.gov

Business Information Request

Dear SCAQMD Contractor/Supplier:

South Coast Air Quality Management District (SCAQMD) is committed to ensuring that our contractor/supplier records are current and accurate. If your firm is selected for award of a purchase order or contract, it is imperative that the information requested herein be supplied in a timely manner to facilitate payment of invoices. In order to process your payments, we need the enclosed information regarding your account. **Please review and complete the information identified on the following pages, remember to sign all documents for our files, and return them as soon as possible to the address below:**

**Attention: Accounts Payable, Accounting Department South Coast Air
Quality Management District
21865 Copley Drive
Diamond Bar, CA 91765-4178**

If you do not return this information, we will not be able to establish you as a vendor. This will delay any payments and would still necessitate your submittal of the enclosed information to our Accounting department before payment could be initiated. Completion of this document and enclosed forms would ensure that your payments are processed timely and accurately.

If you have any questions or need assistance in completing this information, please contact Accounting at (909) 396-3777. We appreciate your cooperation in completing this necessary information.

Sincerely,

Sujata Jain
Assistant Deputy Executive Officer
Finance

DH:tm

Enclosures: Business Information Request
Disadvantaged Business Certification
W-9
Form 590 Withholding Exemption Certificate
Federal Contract Debarment Certification
Campaign Contributions Disclosure
Direct Deposit Authorization

REV 1/18



South Coast Air Quality Management District

21865 Copley Drive, Diamond Bar, CA 91765-4178

(909) 396-2000 • www.aqmd.gov

BUSINESS INFORMATION REQUEST

Business Name	
Division of	
Subsidiary of	
Website Address	
Type of Business <i>Check One:</i>	<input type="checkbox"/> Individual <input type="checkbox"/> DBA, Name _____, County Filed in _____ <input type="checkbox"/> Corporation, ID No. _____ <input type="checkbox"/> LLC/LLP, ID No. _____ <input type="checkbox"/> Other _____

REMITTING ADDRESS INFORMATION

Address			
City/Town			
State/Province		Zip	
Phone	() - Ext	Fax	() -
Contact		Title	
E-mail Address			
Payment Name if Different			

All invoices must reference the corresponding Purchase Order Number(s)/Contract Number(s) if applicable and mailed to:

Attention: Accounts Payable, Accounting Department
South Coast Air Quality Management District
21865 Copley Drive
Diamond Bar, CA 91765-4178

BUSINESS STATUS CERTIFICATIONS

Federal guidance for utilization of disadvantaged business enterprises allows a vendor to be deemed a small business enterprise (SBE), minority business enterprise (MBE) or women business enterprise (WBE) if it meets the criteria below.

- is certified by the Small Business Administration or
- is certified by a state or federal agency or
- is an independent MBE(s) or WBE(s) business concern which is at least 51 percent owned and controlled by minority group member(s) who are citizens of the United States.

Statements of certification:

As a prime contractor to SCAQMD, (name of business) will engage in good faith efforts to achieve the fair share in accordance with 40 CFR Section 33.301, and will follow the six affirmative steps listed below **for contracts or purchase orders funded in whole or in part by federal grants and contracts.**

1. Place qualified SBEs, MBEs, and WBEs on solicitation lists.
2. Assure that SBEs, MBEs, and WBEs are solicited whenever possible.
3. When economically feasible, divide total requirements into small tasks or quantities to permit greater participation by SBEs, MBEs, and WBEs.
4. Establish delivery schedules, if possible, to encourage participation by SBEs, MBEs, and WBEs.
5. Use services of Small Business Administration, Minority Business Development Agency of the Department of Commerce, and/or any agency authorized as a clearinghouse for SBEs, MBEs, and WBEs.
6. If subcontracts are to be let, take the above affirmative steps.

Self-Certification Verification: Also for use in awarding additional points, as applicable, in accordance with SCAQMD Procurement Policy and Procedure:

Check all that apply:

- | | |
|---|--|
| <input type="checkbox"/> Small Business Enterprise/Small Business Joint Venture | <input type="checkbox"/> Women-owned Business Enterprise |
| <input type="checkbox"/> Local business | <input type="checkbox"/> Disabled Veteran-owned Business Enterprise/DVBE Joint Venture |
| <input type="checkbox"/> Minority-owned Business Enterprise | <input type="checkbox"/> Most Favored Customer Pricing Certification |

Percent of ownership: _____ %

Name of Qualifying Owner(s): _____

State of California Public Works Contractor Registration No. _____ MUST BE INCLUDED IF BID PROPOSAL IS FOR PUBLIC WORKS PROJECT.

I, the undersigned, hereby declare that to the best of my knowledge the above information is accurate. Upon penalty of perjury, I certify information submitted is factual.

NAME

TITLE

TELEPHONE NUMBER

DATE

Definitions

Disabled Veteran-Owned Business Enterprise means a business that meets all of the following criteria:

- is a sole proprietorship or partnership of which is at least 51 percent owned by one or more disabled veterans, or in the case of any business whose stock is publicly held, at least 51 percent of the stock is owned by one or more disabled veterans; a subsidiary which is wholly owned by a parent corporation but only if at least 51 percent of the voting stock of the parent corporation is owned by one or more disabled veterans; or a joint venture in which at least 51 percent of the joint venture's management and control and earnings are held by one or more disabled veterans.
- the management and control of the daily business operations are by one or more disabled veterans. The disabled veterans who exercise management and control are not required to be the same disabled veterans as the owners of the business.
- is a sole proprietorship, corporation, partnership, or joint venture with its primary headquarters office located in the United States and which is not a branch or subsidiary of a foreign corporation, firm, or other foreign-based business.

Joint Venture means that one party to the joint venture is a DVBE and owns at least 51 percent of the joint venture. In the case of a joint venture formed for a single project this means that DVBE will receive at least 51 percent of the project dollars.

Local Business means a business that meets all of the following criteria:

- has an ongoing business within the boundary of SCAQMD at the time of bid application.
- performs 90 percent of the work within SCAQMD's jurisdiction.

Minority-Owned Business Enterprise means a business that meets all of the following criteria:

- is at least 51 percent owned by one or more minority persons or in the case of any business whose stock is publicly held, at least 51 percent of the stock is owned by one or more minority persons.
- is a business whose management and daily business operations are controlled or owned by one or more minority person.
- is a business which is a sole proprietorship, corporation, partnership, joint venture, an association, or a cooperative with its primary headquarters office located in the United States, which is not a branch or subsidiary of a foreign corporation, foreign firm, or other foreign business.

“Minority” person means a Black American, Hispanic American, Native American (including American Indian, Eskimo, Aleut, and Native Hawaiian), Asian-Indian American (including a person whose origins are from India, Pakistan, or Bangladesh), Asian-Pacific American (including a person whose origins are from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the United States Trust Territories of the Pacific, Northern Marianas, Laos, Cambodia, or Taiwan).

Small Business Enterprise means a business that meets the following criteria:

- a. 1) an independently owned and operated business; 2) not dominant in its field of operation; 3) together with affiliates is either:
 - **A service, construction, or non-manufacturer with 100 or fewer employees, and average annual gross receipts of ten million dollars (\$10,000,000) or less over the previous three years, or**
 - A manufacturer with 100 or fewer employees.
- b. Manufacturer means a business that is both of the following:
 - 1) Primarily engaged in the chemical or mechanical transformation of raw materials or processed substances into new products.
 - 2) Classified between Codes 311000 to 339000, inclusive, of the North American Industrial Classification System (NAICS) Manual published by the United States Office of Management and Budget, 2007 edition.

Small Business Joint Venture means that one party to the joint venture is a Small Business and owns at least 51 percent of the joint venture. In the case of a joint venture formed for a single project this means that the Small Business will receive at least 51 percent of the project dollars.

Women-Owned Business Enterprise means a business that meets all of the following criteria:

- is at least 51 percent owned by one or more women or in the case of any business whose stock is publicly held, at least 51 percent of the stock is owned by one or more women.
- is a business whose management and daily business operations are controlled or owned by one or more women.
- is a business which is a sole proprietorship, corporation, partnership, or a joint venture, with its primary headquarters office located in the United States, which is not a branch or subsidiary of a foreign corporation, foreign firm, or other foreign business.

Most Favored Customer as used in this policy means that the SCAQMD will receive at least as favorable pricing, warranties, conditions, benefits and terms as other customers or clients making similar purchases or receiving similar services.

Form W-9 (Rev. November 2017) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification ▶ Go to www.irs.gov/FormW9 for instructions and the latest information.	Give Form to the requester. Do not send to the IRS.
1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.		
2 Business name/disregarded entity name, if different from above		
Print or type. See Specific Instructions on page 3.	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC	
	<input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____	
	<input type="checkbox"/> Other (see instructions) ▶ _____	
4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):		Exempt payee code (if any) _____
		Exemption from FATCA reporting code (if any) _____
		(Applies to accounts maintained outside the U.S.)
5 Address (number, street, and apt. or suite no.) See instructions.		Requester's name and address (optional)
6 City, state, and ZIP code		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
[]	[]	[]	[]	[]	[]	[]	[]	[]	[]
or									
Employer identification number									
[]	[]	[]	[]	[]	[]	[]	[]	[]	[]

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

Generally, individuals (including sole proprietors) are not exempt from backup withholding.

- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABL accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor ⁴
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

***Note:** The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

TAXABLE YEAR

CALIFORNIA FORM

2018 Withholding Exemption Certificate**590**

The payee completes this form and submits it to the withholding agent. The withholding agent keeps this form with their records.

Withholding Agent Information

Name _____

Payee Information

Name _____

☐ SSN or ITIN ☐ FEIN ☐ CA Corp no. ☐ CA SOS file no.

Address (apt./sta., room, PO box, or PMB no.) _____

City (if you have a foreign address, see instructions.) _____

State _____

ZIP code _____

Exemption Reason**Check only one box.**

By checking the appropriate box below, the payee certifies the reason for the exemption from the California income tax withholding requirements on payment(s) made to the entity or individual.

☐ **Individuals — Certification of Residency:**

I am a resident of California and I reside at the address shown above. If I become a nonresident at any time, I will promptly notify the withholding agent. See instructions for General Information D, Definitions.

☐ **Corporations:**

The corporation has a permanent place of business in California at the address shown above or is qualified through the California Secretary of State (SOS) to do business in California. The corporation will file a California tax return. If this corporation ceases to have a permanent place of business in California or ceases to do any of the above, I will promptly notify the withholding agent. See instructions for General Information D, Definitions.

☐ **Partnerships or Limited Liability Companies (LLCs):**

The partnership or LLC has a permanent place of business in California at the address shown above or is registered with the California SOS, and is subject to the laws of California. The partnership or LLC will file a California tax return. If the partnership or LLC ceases to do any of the above, I will promptly inform the withholding agent. For withholding purposes, a limited liability partnership (LLP) is treated like any other partnership.

☐ **Tax-Exempt Entities:**

The entity is exempt from tax under California Revenue and Taxation Code (R&TC) Section 23701 _____ (insert letter) or Internal Revenue Code Section 501(c) _____ (insert number). If this entity ceases to be exempt from tax, I will promptly notify the withholding agent. Individuals cannot be tax-exempt entities.

☐ **Insurance Companies, Individual Retirement Arrangements (IRAs), or Qualified Pension/Profit-Sharing Plans:**

The entity is an insurance company, IRA, or a federally qualified pension or profit-sharing plan.

☐ **California Trusts:**

At least one trustee and one noncontingent beneficiary of the above-named trust is a California resident. The trust will file a California fiduciary tax return. If the trustee or noncontingent beneficiary becomes a nonresident at any time, I will promptly notify the withholding agent.

☐ **Estates — Certification of Residency of Deceased Person:**

I am the executor of the above-named person's estate or trust. The decedent was a California resident at the time of death. The estate will file a California fiduciary tax return.

☐ **Nonmilitary Spouse of a Military Servicemember:**

I am a nonmilitary spouse of a military servicemember and I meet the Military Spouse Residency Relief Act (MSRRA) requirements. See instructions for General Information E, MSRRA.

CERTIFICATE OF PAYEE: Payee must complete and sign below.To learn about your privacy rights, how we may use your information, and the consequences for not providing the requested information, go to ftb.ca.gov/forms and search for **1131**. To request this notice by mail, call 800.852.5711.

Under penalties of perjury, I declare that I have examined the information on this form, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. I further declare under penalties of perjury that if the facts upon which this form are based change, I will promptly notify the withholding agent.

Type or print payee's name and title _____ Telephone (____) _____

Payee's signature ► _____ Date _____

7061183

Form 590 2017

2017 Instructions for Form 590

Withholding Exemption Certificate

References in these instructions are to the California Revenue and Taxation Code (R&TC).

General Information

Registered Domestic Partners (RDP) – For purposes of California income tax, references to a spouse, husband, or wife also refer to a Registered Domestic Partner (RDP) unless otherwise specified. For more information on RDPs, get FTB Pub. 737, Tax Information for Registered Domestic Partners.

A Purpose

Use Form 590, Withholding Exemption Certificate, to certify an exemption from nonresident withholding.

Form 590 does not apply to payments of backup withholding. For more information, go to ftb.ca.gov and search for **backup withholding**.

Form 590 does not apply to payments for wages to employees. Wage withholding is administered by the California Employment Development Department (EDD). For more information, go to edd.ca.gov or call 888.745.3886.

Do not use Form 590 to certify an exemption from withholding if you are a **Seller of California real estate**. Sellers of California real estate use Form 593-C, Real Estate Withholding Certificate, to claim an exemption from the real estate withholding requirement.

The following are excluded from withholding and completing this form:

- The United States and any of its agencies or instrumentalities.
- A state, a possession of the United States, the District of Columbia, or any of its political subdivisions or instrumentalities.
- A foreign government or any of its political subdivisions, agencies, or instrumentalities.

B Income Subject to Withholding

California Revenue and Taxation Code (R&TC) Section 18662 requires withholding of income or franchise tax on payments of California source income made to nonresidents of California.

Withholding is required on the following, but is not limited to:

- Payments to nonresidents for services rendered in California.
- Distributions of California source income made to domestic nonresident partners, members, and S corporation shareholders and allocations of California source income made to foreign partners and members.
- Payments to nonresidents for rents if the payments are made in the course of the withholding agent's business.
- Payments to nonresidents for royalties from activities sourced to California.

- Distributions of California source income to nonresident beneficiaries from an estate or trust.
- Endorsement payments received for services performed in California.
- Prizes and winnings received by nonresidents for contests in California.

However, withholding is optional if the total payments of California source income are \$1,500 or less during the calendar year.

For more information on withholding get FTB Pub. 1017, Resident and Nonresident Withholding Guidelines. To get a withholding publication, see Additional Information.

C Who Certifies this Form

Form 590 is certified by the payee. California residents or entities exempt from the withholding requirement should complete Form 590 and submit it to the withholding agent before payment is made. The withholding agent is then relieved of the withholding requirements if the agent relies in good faith on a completed and signed Form 590 unless notified by the Franchise Tax Board (FTB) that the form should not be relied upon.

An incomplete certificate is invalid and the withholding agent should not accept it. If the withholding agent receives an incomplete certificate, the withholding agent is required to withhold tax on payments made to the payee until a valid certificate is received. In lieu of a completed exemption certificate, the withholding agent may accept a letter from the payee as a substitute explaining why they are not subject to withholding. The letter must contain all the information required on the certificate in similar language, including the under penalty of perjury statement and the payee's taxpayer identification number (TIN). The withholding agent must retain a copy of the certificate or substitute for at least five years after the last payment to which the certificate applies, and provide it upon request to the FTB.

If an entertainer (or the entertainer's business entity) is paid for a performance, the entertainer's information must be provided. **Do not** submit the entertainer's agent or promoter information.

The grantor of a grantor trust shall be treated as the payee for withholding purposes. Therefore, if the payee is a grantor trust and one or more of the grantors is a nonresident, withholding is required. If all of the grantors on the trust are residents, no withholding is required. Resident grantors can check the box on Form 590 labeled "Individuals — Certification of Residency."

D Definitions

For California nonwage withholding purposes, **nonresident** includes all of the following:

- Individuals who are not residents of California.
- Corporations not qualified through the California Secretary of State (CA SOS) to do business in California or having no permanent place of business in California.
- Partnerships or limited liability companies (LLCs) with no permanent place of business in California.
- Any trust without a resident grantor, beneficiary, or trustee, or estates where the decedent was not a California resident.

Foreign refers to non-U.S.

For more information about determining resident status, get FTB Pub. 1031, Guidelines for Determining Resident Status. Military servicemembers have special rules for residency. For more information, get FTB Pub. 1032, Tax Information for Military Personnel.

Permanent Place of Business:

A corporation has a permanent place of business in California if it is organized and existing under the laws of California or it has qualified through the CA SOS to transact intrastate business. A corporation that has not qualified to transact intrastate business (e.g., a corporation engaged exclusively in interstate commerce) will be considered as having a permanent place of business in California only if it maintains a permanent office in California that is permanently staffed by its employees.

E Military Spouse Residency Relief Act (MSRRA)

Generally, for tax purposes you are considered to maintain your existing residence or domicile. If a military servicemember and nonmilitary spouse have the same state of domicile, the MSRRA provides:

- A spouse shall not be deemed to have lost a residence or domicile in any state solely by reason of being absent to be with the servicemember serving in compliance with military orders.
- A spouse shall not be deemed to have acquired a residence or domicile in any other state solely by reason of being there to be with the servicemember serving in compliance with military orders.

Domicile is defined as the one place:

- Where you maintain a true, fixed, and permanent home.
- To which you intend to return whenever you are absent.

A military servicemember's nonmilitary spouse is considered a nonresident for tax purposes if the servicemember and spouse have the same domicile outside of California and the spouse is in California solely to be with the servicemember who is serving in compliance with Permanent Change of Station orders.

California may require nonmilitary spouses of military servicemembers to provide proof that they meet the criteria for California personal income tax exemption as set forth in the MSRRRA.

Income of a military servicemember's nonmilitary spouse for services performed in California is not California source income subject to state tax if the spouse is in California to be with the servicemember serving in compliance with military orders, and the servicemember and spouse have the same domicile in a state other than California.

For additional information or assistance in determining whether the applicant meets the MSRRRA requirements, get FTB Pub. 1032.

- The partnership ceases to have a permanent place of business in California.
- The LLC ceases to have a permanent place of business in California.
- The tax-exempt entity loses its tax-exempt status.

If any of these situations occur, then withholding may be required. For more information, get Form 592, Resident and Nonresident Withholding Statement, Form 592-B, Resident and Nonresident Withholding Tax Statement, and Form 592-V, Payment Voucher for Resident and Nonresident Withholding.

Additional Information

Website: For more information go to ftb.ca.gov and search for **nonwage**.

MyFTB offers secure online tax account information and services. For more information and to register, go to ftb.ca.gov and search for **myftb**.

Telephone: 888.792.4900 or 916.845.4900, Withholding Services and Compliance phone service

Fax: 916.845.9512

Mail: WITHHOLDING SERVICES AND COMPLIANCE MS F182
FRANCHISE TAX BOARD
PO BOX 942867
SACRAMENTO CA 94267-0651

For questions unrelated to withholding, or to download, view, and print California tax forms and publications, or to access the TTY/TDD numbers, see the information below.

Internet and Telephone Assistance

Website: ftb.ca.gov

Telephone: 800.852.5711 from within the United States
916.845.6500 from outside the United States

TTY/TDD: 800.822.6268 for persons with hearing or speech impairments

Asistencia Por Internet y Teléfono

Sitio web: ftb.ca.gov

Teléfono: 800.852.5711 dentro de los Estados Unidos
916.845.6500 fuera de los Estados Unidos

TTY/TDD: 800.822.6268 para personas con discapacidades auditivas o de habla

Specific Instructions

Payee Instructions

Enter the withholding agent's name.

Enter the payee's information, including the TIN and check the appropriate TIN box.

You must provide a valid TIN as requested on this form. The following are acceptable TINs: social security number (SSN); individual taxpayer identification number (ITIN); federal employer identification number (FEIN); California corporation number (CA Corp no.); or CA SOS file number.

Private Mail Box (PMB) – Include the PMB in the address field. Write "PMB" first, then the box number. Example: 111 Main Street PMB 123.

Foreign Address – Follow the country's practice for entering the city, county, province, state, country, and postal code, as applicable, in the appropriate boxes. **Do not** abbreviate the country name.

Exemption Reason – Check the box that reflects the reason why the payee is exempt from the California income tax withholding requirement.

Withholding Agent Instructions

Do not send this form to the FTB. The withholding agent retains this form for a minimum of five years or until the payee's status changes, and must provide this form to the FTB upon request.

The payee must notify the withholding agent if any of the following situations occur:

- The individual payee becomes a nonresident.
- The corporation ceases to have a permanent place of business in California or ceases to be qualified to do business in California.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters

The prospective participant certifies to the best of its knowledge and belief that it and the principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three year period preceding this proposal been convicted of or had a civil judgement rendered against them or commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction: violation of Federal or State antitrust statute or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

Typed Name & Title of Authorized Representative

Signature of Authorized Representative Date

☐ I am unable to certify to the above statements. My explanation is attached.



CAMPAIGN CONTRIBUTIONS DISCLOSURE

In accordance with California law, bidders and contracting parties are required to disclose, at the time the application is filed, information relating to any campaign contributions made to South Coast Air Quality Management District (SCAQMD) Board Members or members/alternates of the MSRC, including: the name of the party making the contribution (which includes any parent, subsidiary or otherwise related business entity, as defined below), the amount of the contribution, and the date the contribution was made. 2 C.C.R. §18438.8(b).

California law prohibits a party, or an agent, from making campaign contributions to SCAQMD Governing Board Members or members/alternates of the Mobile Source Air Pollution Reduction Review Committee (MSRC) of more than \$250 while their contract or permit is pending before SCAQMD; and further prohibits a campaign contribution from being made for three (3) months following the date of the final decision by the Governing Board or the MSRC on a donor's contract or permit. Gov't Code §84308(d). For purposes of reaching the \$250 limit, the campaign contributions of the bidder or contractor plus contributions by its parents, affiliates, and related companies of the contractor or bidder are added together. 2 C.C.R. §18438.5.

In addition, SCAQMD Board Members or members/alternates of the MSRC must abstain from voting on a contract or permit if they have received a campaign contribution from a party or participant to the proceeding, or agent, totaling more than \$250 in the 12-month period prior to the consideration of the item by the Governing Board or the MSRC. Gov't Code §84308(c).

The list of current SCAQMD Governing Board Members can be found at SCAQMD website (www.aqmd.gov). The list of current MSRC members/alternates can be found at the MSRC website (<http://www.cleantransportationfunding.org>).

SECTION I.

Contractor (Legal Name): _____

DBA, Name _____, County Filed in _____

Corporation, ID No. _____

LLC/LLP, ID No. _____

List any parent, subsidiaries, or otherwise affiliated business entities of Contractor:
(See definition below).

SECTION II.

Has Contractor and/or any parent, subsidiary, or affiliated company, or agent thereof, made a campaign contribution(s) totaling \$250 or more in the aggregate to a current member of the South Coast Air Quality Management Governing Board or member/alternate of the MSRC in the 12 months preceding the date of execution of this disclosure?

☐ Yes ☐ No **If YES, complete Section II below and then sign and date the form.
If NO, sign and date below. Include this form with your submittal.**

Name of Contributor _____

_____	_____	_____
Governing Board Member or MSRC Member/Alternate	Amount of Contribution	Date of Contribution

Name of Contributor _____

_____	_____	_____
Governing Board Member or MSRC Member/Alternate	Amount of Contribution	Date of Contribution

Name of Contributor _____

_____	_____	_____
Governing Board Member or MSRC Member/Alternate	Amount of Contribution	Date of Contribution

Name of Contributor _____

_____	_____	_____
Governing Board Member or MSRC Member/Alternate	Amount of Contribution	Date of Contribution

I declare the foregoing disclosures to be true and correct.

By: _____

Title: _____

Date: _____

DEFINITIONS

Parent, Subsidiary, or Otherwise Related Business Entity (2 Cal. Code of Regs., §18703.1(d).)

- (1) Parent subsidiary. A parent subsidiary relationship exists when one corporation directly or indirectly owns shares possessing more than 50 percent of the voting power of another corporation.
- (2) Otherwise related business entity. Business entities, including corporations, partnerships, joint ventures and any other organizations and enterprises operated for profit, which do not have a parent subsidiary relationship are otherwise related if any one of the following three tests is met:
 - (A) One business entity has a controlling ownership interest in the other business entity.
 - (B) There is shared management and control between the entities. In determining whether there is shared management and control, consideration should be given to the following factors:
 - (i) The same person or substantially the same person owns and manages the two entities;
 - (ii) There are common or commingled funds or assets;
 - (iii) The business entities share the use of the same offices or employees, or otherwise share activities, resources or personnel on a regular basis;
 - (iv) There is otherwise a regular and close working relationship between the entities; or
 - (C) A controlling owner (50% or greater interest as a shareholder or as a general partner) in one entity also is a controlling owner in the other entity.



South Coast Air Quality Management District

21865 Copley Drive, Diamond Bar, CA 91765-4178 (909) 396-2000 •

www.aqmd.gov

Direct Deposit Authorization

STEP 1: Please check all the appropriate boxes

- | | |
|--|--|
| <input type="checkbox"/> Individual (Employee, Governing Board Member) | <input type="checkbox"/> New Request |
| <input type="checkbox"/> Vendor/Contractor | <input type="checkbox"/> Cancel Direct Deposit |
| <input type="checkbox"/> Changed Information | |

STEP 2: Payee Information

Last Name		First Name		Middle Initial	Title
Vendor/Contractor Business Name (if applicable)					
Address				Apartment or P.O. Box Number	
City		State	Zip	Country	
Taxpayer ID Number		Telephone Number		Email Address	

Authorization

- I authorize South Coast Air Quality Management District (SCAQMD) to direct deposit funds to my account in the financial institution as indicated below. I understand that the authorization may be rejected or discontinued by SCAQMD at any time. If any of the above information changes, I will promptly complete a new authorization agreement. If the direct deposit is not stopped before closing an account, funds payable to me will be returned to SCAQMD for distribution. This will delay my payment.
- This authorization remains in effect until SCAQMD receives written notification of changes or cancellation from you.
- I hereby release and hold harmless SCAQMD for any claims or liability to pay for any losses or costs related to insufficient fund transactions that result from failure within the Automated Clearing House network to correctly and timely deposit monies into my account.

STEP 3:

You must verify that your bank is a member of an Automated Clearing House (ACH). Failure to do so could delay the processing of your payment. You must attach a voided check or have your bank complete the bank information and the account holder must sign below.

To be Completed by your Bank

Staple Voided Check Here	Name of Bank/Institution				
	Account Holder Name(s)				
	<div style="display: flex; justify-content: space-between;"> Saving Checking </div>		Account Number		Routing Number
	Bank Representative Printed Name		Bank Representative Signature		Date
	ACCOUNT HOLDER SIGNATURE:				Date

For SCAQMD Use Only

Input By _____

Date _____

Item 13

DRAFT

BOARD MEETING DATE: March 1, 2019

AGENDA NO.

PROPOSAL: Execute Contract for Consultant Services for SCAQMD
Environmental Justice Outreach and Initiatives

SYNOPSIS: At the December 7, 2018, meeting, the Board approved the release of an RFP to solicit proposals from individuals and organizations to provide assistance with community and stakeholder outreach efforts related to SCAQMD's Environmental Justice Program, including but not limited to, the Environmental Justice Community Partnership Initiative meetings and conference. This action is to execute a contract with [CONTRACTOR] for \$160,000 for a one-year contract with an option for up to two one-year term renewals, upon satisfactory performance, at the Board's discretion. Funding for year one services is contained in the Legislative, Public Affairs & Media FY 2018-19 budget. Future funding for FYs 2019-20 and 2020-21 will be subject to Board approval.

COMMITTEE: Administrative, February 8, 2019; Recommended for Approval

RECOMMENDED ACTION:

Authorize the Chairman to execute a contract with [CONTRACTOR] for consultant services for SCAQMD's Environmental Justice Program for \$160,000 for a one-year contract with an option for up to two one-year contract renewals, contingent on satisfactory performance, approval of subsequent budgets, and Board approval. Funding for year one services is contained in the Legislative, Public Affairs & Media FY 2018-19 budget. Future funding for FYs 2019-20 and 2020-21 will be subject to Board approval.

Wayne Nastri
Executive Officer

DJA:FW:RAR:JF

Background

The Environmental Community Justice Community Partnership (ECJP) was initiated in February 2015, as a Chairman's initiative. The objective of ECJP is to both strengthen

and build SCAQMD's relationships with stakeholders in environmental justice communities to improve air quality and public health. EJCP will host a series of events and workshops throughout the year to facilitate open dialogue and information sharing on air quality issues with community members, elected officials, government entities, businesses, environmental and health organizations and all levels of academic institutions. The outreach efforts will include forums, training opportunities, and special presentations to educate and to receive feedback from participants on air quality, SCAQMD rules and programs, and other related topics.

Staff periodically releases Requests for Proposals (RFPs) for consultants to augment in-house expertise and assist staff with external advisory groups, and the development, planning, and implementation of specifically targeted workshops, events, and conferences. The consultant will assist with the following, but not limited to:

- 1) Coordination and regular interaction with EJCP;
- 2) Execution of a Bus Tour on Environmental Justice;
- 3) Planning and production of a series of four (4) Environmental Justice Community Partnership workshops, or events, each to be held in a different community identified throughout the South Coast Air Basin; and the fifth annual Environmental Justice for All Conference in 2019; and,
- 4) Production of an Inter-Agency Task Force and Community Summit.

Outreach

In accordance with SCAQMD's Procurement Policy and Procedure, a public notice advertising the RFP and inviting bids was published in the Los Angeles Times, the Orange County Register, the San Bernardino Sun, and Riverside County's Press Enterprise newspapers.

Additionally, potential bidders were notified utilizing SCAQMD's own electronic listing of certified minority vendors. Notice of the RFP was also emailed to the Black and Latino Legislative Caucuses and various minority chambers of commerce and business associations, and placed on the Internet at SCAQMD's website (<http://www.aqmd.gov>).

Bid Evaluation

Only one proposal was received in response to RFP #2019-09. Lee Andrews Group Inc., the current contractor, submitted the proposal. Therefore, the contractor is deemed qualified to be forwarded to SCAQMD's Administrative Committee for consideration.

Resource Impacts

Funding for year one services is contained in the Legislative, Public Affairs & Media FY 2018-19 budget. Future funding for FYs 2019-20 and 2020-21 will be subject to Board approval.

DRAFT

Item 14

BOARD MEETING DATE: March 1, 2019

AGENDA NO.

PROPOSAL: Amend Charter for Environmental Justice Community Partnership Advisory Council and Young Leaders Advisory Council

SYNOPSIS: The Environmental Justice Community Partnership Advisory Council and the Young Leaders Advisory Council meet four times a year, and staff is requesting a change to the respective charters to reflect that missing two consecutive meetings without notifying the SCAQMD is cause for the member's removal from the Advisory Council.

COMMITTEE: Administrative, February 8, 2019; Recommended for Approval

RECOMMENDED ACTION:

Approve the Amended Charters for the SCAQMD Environmental Justice Community Partnership Advisory Council and the Young Leaders Advisory Council.

Wayne Nastri
Executive Officer

DA:FW:jf

Background

The 2015 Environmental Justice Conference highlighted the need for ongoing dialogue and the establishment of an external Advisory Council. In 2016, the Environmental Justice Community Partnership Advisory Council (EJCP) was formed. EJCP provides SCAQMD with valuable feedback on how to best promote a two-way flow of communication with stakeholders.

In 2017, the Young Leaders Advisory Council (YLAC) was formed to identify the air quality issues and concerns of young adults (aged 18-30) in the region. The mission of YLAC is for SCAQMD to educate and engage young adults regarding the region's clean air issues and at the same time to garner from them greater insight into their generation's concerns, values and priorities about air quality from their peers and others.

Proposal

These two Advisory Councils meet four times a year (once every quarter). As attendance is critical to meet the needs of the SCAQMD and the public in getting input from these Advisory Councils, staff is recommending that the charters for EJCP and YLAC be amended to add an attendance policy that if a member misses two consecutive meetings without prior notice to SCAQMD they will be removed from the Advisory Council. Other minor edits are also being proposed.

Resource Impacts

None

Attachments

A–SCAQMD Environmental Justice Community Partnership Advisory Council Charter
B–SCAQMD Young Leaders Advisory Council Charter

ATTACHMENT A



South Coast Air Quality Management District Environmental Justice Community Partnership Advisory Council Charter

March 2019~~January 2016~~

Synopsis of History

The Environmental Justice Community Partnership (~~EJCP~~~~the Partnership~~) was launched during the 2015 Environmental Justice Conference as an agency initiative to strengthen and build upon SCAQMD's relationships and alliances with community stakeholders and organizations, to work towards achieving clean air and healthy sustainable communities for everyone. The Conference highlighted the need for ongoing dialogue and the establishment of an external advisory council to ensure that the ~~Partnership-EJCP~~ initiative continually represents the diverse communities and air quality concerns identified throughout the South Coast Air Basin. Consequently, in 2016 the ~~Environmental Justice Community Partnership~~~~EJCP~~ Advisory Council (~~Advisory Council~~) was formed.

Advisory Council Mission

The mission of the Advisory Council is to provide input to ensure that the ~~Partnership-EJCP~~ programs are relevant and address the air quality concerns of diverse communities throughout SCAQMD's jurisdiction.

Goals

1. Support SCAQMD's ~~EJCP~~ ~~Environmental Justice Community Partnership~~ efforts;
2. Advise SCAQMD so ~~the Partnership~~~~EJCP~~, where appropriate, can address environmental justice issues affecting the South Coast Air Basin; and

3. Help strengthen and build upon SCAQMD's relationships and alliances with community stakeholders.

Objectives

The Advisory Council shall achieve its goals by meeting four times per year (once each quarter), to:

1. Provide community updates regarding the ~~Partnership's-EJCP's~~ activities as they pertain to local environmental justice issues;
2. Discuss the ~~Partnership's-EJCP's~~ current environmental justice efforts;
3. Assist with the creation and implementation of the ~~Partnership's-EJCP's~~ air quality related events and workshops that best address the needs of environmental justice communities in Los Angeles, Orange, Riverside, and San Bernardino Counties;
4. Promote a two-way flow of communication between SCAQMD and community stakeholders; and
5. Identify next steps and action items, and set the agenda for upcoming meetings.

Membership Qualifications and Composition

The Advisory Council shall reflect the ethnic and geographic diversity of the South Coast Air Basin. Members shall represent a variety of backgrounds and expertise, including, but not limited to, representatives of environmental justice, community, business and health organizations.

The Advisory Council will consist of no more than 16 members, with at least two members from each county within SCAQMD's jurisdiction: Los Angeles, Orange, Riverside, and San Bernardino Counties. The potential members, who represent some of the most highly impacted communities within SCAQMD's jurisdiction, will be recommended to and appointed by the Chairman of the SCAQMD Board, and will serve a one-year term with the possibility of being reappointed for extended one-year terms. Members of the Advisory Council will be removed after two consecutive meetings have been missed without prior notice to SCAQMD.

Operational Guidelines

Agendas for the meetings will be prepared and distributed to members according to legal (Brown Act) requirements. Members may submit questions, comments, and guest speaker recommendations to SCAQMD staff, to be considered for upcoming meetings. Meetings may be held at SCAQMD, off site, or via teleconference or

conference call. A quorum shall consist of a majority of the total number of individuals serving on the panel.

Reporting

The Governing Board's Administrative Committee shall be the Advisory Council's Board's liaison. The Advisory Council shall provide the Administrative Committee and Governing Board with an annual written report outlining its goals and accomplishments, and proposing its agenda for the coming year.

Compensation

The standing members of this Advisory Council shall be eligible for per diem of \$100 per meeting and reimbursement of mileage and parking expenses, in accordance with District policy, associated with attendance at meetings of this Advisory Council.

Brown Act

All meetings will be subject to the Brown Act, and will adhere to SCAQMD's public meeting and notification protocols.

ATTACHMENT B



South Coast Air Quality Management District Young Leaders Advisory Council (YLAC)

Charter

March 2019

Synopsis of History

The South Coast Air Quality Management District (SCAQMD) established the Young Leaders Advisory Council (YLAC) in 2017, to identify the air quality issues and concerns of young adults (aged 18-30) in the region. This would be the first advisory group that seeks to engage this generation specifically, and to benefit from their passion, commitment, and urgency to help improve our air.

Advisory Council Mission

The mission of the Young Leaders Advisory Council is for SCAQMD to educate and engage young adults regarding the region's clean air issues and at the same time to garner from them greater insight into their generation's concerns, values and priorities about air quality to their peers and others.

Goals

1. Establish a geographically and ethnically diverse advisory council that will provide guidance to SCAQMD on addressing air quality issues in the South Coast Air Basin that are of particular concern to young adults (ages 18-30);
2. Help strengthen and build upon SCAQMD's relationships and alliances with young adults by supporting SCAQMD's outreach efforts;
3. Ensure that SCAQMD makes meaningful and continuous progress towards cleaning the air through its decisions and activities;
4. Maximize the opportunity for young adults to learn more about SCAQMD, air quality and clean technology issues.

Objectives

The Young Leaders Advisory Council shall achieve its goals by meeting quarterly to:

1. Obtain information from participating parties regarding their efforts to help clean the air;
2. Report on their communities' concerns regarding air pollution;

3. Share information about ways to engage young adults on air quality, environmental sustainability, and clean technology issues;
4. Promote communication among related agencies, YLAC Members, and community stakeholders;
5. Assist with the creation and implementation of air quality related events and workshops that best address the needs of people aged 30 and under;
6. Empower young leaders with more information and knowledge about air quality, air quality management, SCAQMD, and the intersection of air pollution, clean technology and other environmental laws and issues; and
7. Identify next steps and action items.

Membership Qualifications and Composition

The Young Leaders Advisory Council shall reflect the ethnic and geographic diversity of the South Coast Air Basin. Members shall represent a variety of backgrounds and expertise, including, but not limited to, representatives of environmental justice groups, community organizations, schools and universities, businesses, and health organizations.

YLAC will consist of no more than 20 members, with at least two members from each county within the SCAQMD jurisdictional boundaries in Los Angeles, Orange, Riverside, and San Bernardino counties. Appointments will be made by the Governing Board Chairman with consideration for Board Member input, and following review by the Administrative Committee. The same process, as above, applies for reappointments to fill any vacancy or for removal of a member. The potential members, who represent some of the most highly impacted communities within SCAQMD's jurisdiction, will serve a one-year term with the possibility of being reappointed for extended one-year terms.

Members of the Advisory Council will be removed after two consecutive meetings have been missed without prior notice to SCAQMD.

Operational Guidelines

Agendas for the meetings will be prepared and distributed to members pursuant to any SCAQMD and state requirements and any relevant law. Members may submit questions, comments, and guest speaker recommendations to SCAQMD staff, to be considered for upcoming meetings. Meetings may be held at SCAQMD, off site, or via teleconference or conference call. A quorum shall consist of a majority of the total number of individuals serving on the panel.

Reporting

The Governing Board's Administrative Committee shall be the Young Leaders Advisory Council's Board's liaison. The Advisory Council shall provide the Administrative

Committee and Governing Board with an annual written report addressing the YLAC's goals and objectives as stated above, describing the council's accomplishments, and proposing its agenda for the coming year.

Compensation

The standing members of this Advisory Council shall be eligible for per diem of \$100 per meeting and reimbursement of actual and necessary mileage and parking expenses for attending meetings of the YLAC.