

BOARD MEETING DATE: October 5, 2018

AGENDA NO. 21

REPORT: RFPs/RFQs Scheduled for Release in October

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

COMMITTEE: Administrative, September 14, 2018, Reviewed

RECOMMENDED ACTION:
Receive and file.

Wayne Nastri
Executive Officer

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Background

At its January 8, 2010 meeting, the Board approved a revised Procurement Policy and Procedure. Under the revised policy, RFPs/RFQs 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/RFQs 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 attached report provides the title and synopsis of the RFP/RFQ, 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 October 5, 2018.

Outreach

In accordance with SCAQMD's Procurement Policy and Procedure, a public notice advertising the RFP/RFQ 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 RFP/RFQ 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, academic or community expertise.

Attachment

Report of RFP/RFQ Scheduled for Release in October 2018

**October 5, 2018 Board Meeting
Report on RFPs/RFQs Scheduled for Release on October 5, 2018**

(For detailed information visit SCAQMD's website
at <http://www.aqmd.gov/nav/grants-bids> following Board approval on October 5, 2018)

STANDARDIZED SERVICES

RFP #P2019-04 Authorize Purchase of Telecommunication MOSKOWITZ/3329
Services

On December 4, 2015, the Board approved contracts with various vendors to provide telecommunication services to the SCAQMD in the most cost-effective manner and if possible, qualifying vendors capable of providing telecommunication services through competitive bid process that will be used to make buying decisions that are in the best interest of the SCAQMD. These telecommunications services include local, long distance, and toll-free; private IP (PIP)/frame relay network; dedicated to T1 lines, internet access (with a redundant connection); phone switch maintenance; and wireless voice and data. The contracts will expire on February 23, 2019. This action is to issue an RFP to select vendors capable of providing these services for a three-year period. Funds for this expense are included in the FY 2018-19 Budget (\$750,000), and will be included in subsequent fiscal year budget requests, with the total value of the contact at \$2,250,000.00.

REQUEST FOR QUALIFICATIONS – Prequalified Vendor List

RFQ #Q2019-02 Authorize the Purchase of Document
Conversion Services

MOSKOWITZ/3329

SCAQMD utilizes the OnBase software for its Enterprise Content Management (ECM), which maintains the SCAQMD's application and permit documents along with other critical records. This action is to seek bids from experienced vendors for document conversion services that can provide all of the services required including boxing, manifesting, and transporting with geo-tracking, document imaging, and indexing including Match & Merge with digital index file, certified shredding, storage, bar code tracking, customer portal twenty-four hours a day, seven days a week, and complete chain of custody without subcontracting. Funds (\$83,000) for this purchase are available in the FY 2018-2019 Budget.