



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

# Website RFP 2013-003 “My Air Online”

Bidders Conference



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# Website RFP 2013-003

## “My Air Online”

Tuesday, April 23, 2013

### Bidders Conference Call & Webcasting Details:

Time:	10:30am PDT
Location:	939 Ellis St., San Francisco, CA
USA Toll-Free:	888-204-5987
USA Caller Paid:	602-333-2017
Access Code:	7935896
Webcast link:	<a href="#">View Webcast</a>



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# Opening Statement

**Mr. Tom Flannigan**  
Administration Services



# AGENDA

- ❑ Opening Statement & Welcome
- ❑ General Announcement
- ❑ RFP Process
- ❑ Introductions & Conference Facilitation
- ❑ Website RFP Overview
- ❑ Bidders Questions & Answers
- ❑ Additional Questions
- ❑ Schedule
- ❑ Closing

4/23/13



# GENERAL ANNOUNCEMENTS

- General Announcements
  - Webcast
  - No cameras, cell phone ringers off
  - Callers: please mute phone
  - Attendees
    - In person:
      - BAAQMD Directors, Management and Staff
      - Bidders
    - Conference line: Bidders calling in



# RFP PROCESS

- Provides a fair and equitable offering process
- Is for all services or projects over \$30,000
- Ensures District receives best material or services at the lowest, competitive price



# RFP PROCESS

- All proposals must be made in accordance with the conditions of the RFP. Failure to address any of the requirements is grounds for rejection
- All information should be complete, specific, and concise as possible
- Proposals should include any additional information that the respondent deems pertinent to the understanding and evaluation of the bid
- The Air District reserves the right to reject any and all proposals
- The Air District, at its option, may interview the vendors
- The interviews will be for the purpose of clarifying the proposals



# RFP PROCESS

## **Disclaimer:**

- *All responses to this RFP become property of the Air District and will be kept confidential until a recommendation for award of a contract has been announced. Thereafter, submittals are subject to public inspection and disclosure under the California Public Records Act. If a respondent believes that any portion of the submittal is exempt from public disclosure, it may mark that portion “confidential.”*
- *The Air District will use reasonable means to ensure that such confidential information is safeguarded, but will not be held liable for inadvertent disclosure of the information. Proposals marked “confidential” in their entirety will not be honored, and the Air District will not deny public disclosure of any portion of submittals so marked.*
- *By submitting a proposal with portions marked “confidential,” a respondent represents it has a good faith belief that such portions are exempt from disclosure under the California Public Records Act and agrees to reimburse the Air District for, and to indemnify, defend, and hold harmless the Air District, its officers, employees, and agents, from and against any and all claims, damages, losses, liabilities, suits, judgments, fines, penalties, costs, and expenses, including without limitation, attorneys’ fees, expenses, and court costs of any nature whatsoever, arising from or relating to the Air District’s non-disclosure of any such designated portions of a proposal.*

4/8/13





# SCORECARD

Proposals will be evaluated on the following criteria:

Category	Description	Percent
Organization Background	Financial size and stability	15
Expertise	Organization and its proposed resources have proven success delivering web and Sitecore expertise that will meet project objectives; Accomplishments will include similar scope of work for government or public agencies	35
Approach	Proposal addresses project requirements, reflects a clear understanding of meeting the project and agency objectives	35
Cost	Proposal optimizes personnel cost effectiveness, expertise and allocation	10
Firm's Specialty Focus Area	Minority-owned, veteran-owned, women-owned, Certified Green, or local business designations	5

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# INTRODUCTIONS

Ms. Laura D. Brown

*Executive Project Manager*



Mr. Jack Colburn

*Director of Administration Services*



# INTRODUCTIONS

Mr. Jaime Williams

*Information Technology Officer*



Ms. Anja Page

*Webmaster*



# INTRODUCTIONS

*Mr. Tom Flannigan*

*Administrative Analyst – RFP Processor*



*Mr. Satnam Hundel*

*Business Manager – Contracts Administration*



# CONFERENCE FACILITATION

- Purpose of Conference
- Facilitation Process
  - Administrative Services facilitates conference
  - Questions directed to Information Technology Officer (ITO)
    - ITO will answer or can choose to direct questions to Subject Matter Experts:
      - *Executive Project Manager*
      - *Webmaster*



# WEBSITE RFP OVERVIEW

- BAAQMD - Introduction
- Overview & Goal for Website RFP Redesign and Rebuild Project



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# Questions & Answers Posted

**Bidders Questions  
submitted before April 5  
BAAQMD Answers**



# New Questions

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**Bidders New Questions**

**Directed to ITO  
April 23, 2013**





# SCHEDULE

#	Event	Date
1	RFP RELEASE DATE	03/27/13
2	QUESTIONS DUE (1)	04/05/13
3	PRE-BIDDER'S CONFERENCE; QUESTIONS (2)	04/23/13
4	ANSWERS (1) PROVIDED VIA WEBSITE	04/23/13
5	ANSWERS (2) PROVIDED VIA WEBSITE	04/26/13
6	PROPOSAL SUBMISSION DUE DATE	05/02/13
7	INTERVIEW(S)	TBD
8	SELECTION OF FINALIST(S)	TBD
9	CONTRACT SUBMISSION FOR BOARD CONSIDERATION	TBD
10	COMMENCEMENT OF CONTRACT	TBD

4/23/13



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# Closing

**Thank You**