



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

January 3, 2022

Request for Proposals# 2022-001

Financial Audit and Program Review

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SECTION I – SUMMARY

The Bay Area Air Quality Management District (“Air District”) seeks proposals from qualified independent certified public accountants to conduct (i) a financial audit on the Air District’s financial position, and (ii) a program review of the Air District’s Transportation Fund for Clean Air (TFCA) program. Audit firms must have experience conducting governmental audits and be licensed to practice in the State of California. In addition, audit firms with familiarity and prior experience dealing with the California Clean Air Act of 1988 and environmental regulations in general are encouraged to submit a response to this Request for Proposals (“RFP”).

The Air District anticipates entering into a five-year service agreement with the selected audit firm, subject to an annual review by the Air District.

The first financial audit will be conducted for the period covering fiscal year beginning July 1, 2022 and ending June 30, 2023, with options to renew for audits of fiscal years ending June 30, 2024, 2025, 2026 and 2027.

The first TFCA program review will cover projects closed out in fiscal year ending June 30, 2022 or earlier, with options to renew for additional TFCA program reviews covering projects and programs that were closed out in fiscal years ending June 30, 2023, 2024, 2025, and 2026.

The Air District anticipates selecting one firm to perform both the financial audit and TFCA program review. Interested parties should submit one proposal that addresses both the

financial audit and TFCA program review. Proposals that do not address both will not be considered.

To respond to this RFP, an interested company should submit its proposal electronically (in Adobe Acrobat PDF file format) to the Air District's Procurement Portal ("Portal"):

Cynthia Zhang, Staff Specialist
Bay Area Air Quality Management District
375 Beale Street, Suite 600; San Francisco, CA 94105
Portal link: <https://baaqmd.bonfirehub.com>

**Proposals must be submitted and received by
4:00 p.m. on Wednesday, February 16, 2022 ("deadline").
Late proposals will not be considered.**

Proposals must address all information requested in this RFP. A proposal may add information not requested in this RFP, but the information should be in addition to, not instead of, the requested information and format. Minority business enterprises, women's business enterprises, veteran's business enterprises, and Certified Green Businesses are encouraged to submit proposals. **Any questions regarding this RFP should be submitted through the Portal.**

Pre-Bid Webinar:

A pre-bid webinar will be held on **Monday, January 10th, 2022 from 11:00 a.m. to 12:00 p.m.** for the purpose of providing an outline of the RFP requirements and an opportunity for questions and answers. The webinar will be hosted online via Zoom. **Pre-registration for the webinar is required.** Attendance is encouraged, but not mandatory.

Webinar link to register:

https://us06web.zoom.us/meeting/register/tZUlcemrqD8jG9Q457y5K7MTfW56O_akTRNw

SECTION II – BACKGROUND

A. Air District Overview

The Air District was created by the California Legislature in 1955 as the first regional agency to deal with air pollution in California. The Air District jurisdiction includes Alameda, Contra Costa, Marin, Napa, Santa Clara, San Francisco, San Mateo, southwestern Solano, and southern Sonoma counties.

The State Legislature originally gave the Air District the authority to regulate stationary sources of air pollution, such as factories, oil refineries, chemical plants, gasoline stations, and agricultural burning. With more recent legislation, the Air District was granted authority to enact certain transportation and mobile source measures.

The Air District is governed by a twenty-four (24) member Board of Directors, consisting of elected officials, including county supervisors, mayors, and city council members. The Executive Officer / Air Pollution Control Officer for the Air District is Jack P. Broadbent.

B. Financial Audit and Program Review

The Air District's fund structure includes the General Fund and one Special Revenue Fund. The Special Revenue Fund contains subprograms that account for specific Air District activities. The Air District has no proprietary or fiduciary funds. The Air District's financial statements are currently being audited by Simpson & Simpson LLP, Certified Public Accountants. The Air District is required to solicit proposals for audit services every five (5) years. The Air District uses J.D. Edwards software to process and account for its financial activity.

The Air District is also the program administrator for TFCA funds derived from Assembly Bill 434 (AB434). TFCA funding comes from a \$4 surcharge on motor vehicles registered within the Air District's jurisdiction. TFCA funding may be used only to fund eligible projects that reduce motor vehicle emissions and support the implementation of the transportation and mobile source control measures in the Air District's Clean Air Plans. All projects must fall within the categories listed in California Health and Safety Code Section 44241. The TFCA program includes two parts: Annually, at least 40% of TFCA revenues are allocated to the **County Program Manager Program** whereby each of the nine counties within the Air District are allocated TFCA funds based upon the county's proportionate share of fee-paid vehicle registration and the **Regional Fund**, which includes Air District proposed projects.

California Health and Safety Code Section 44242 requires that any agency receiving fee revenues from the Air District shall be subject, at least once every two years, to an audit of each funded program or project. The audit is to be conducted by an independent auditor selected by the Air District in accordance with Division 2 (commencing with Section 1100) of the California Public Contract Code. The audit results shall be made available to the public and to each of the audited project sponsors. If, after reviewing the audit results, the Air District determines that any TFCA revenues have been spent inappropriately, the Air District shall provide an adequate opportunity for explanation by the affected project sponsor, including a public hearing. This audit is part of the TFCA program review.

SECTION III – SCOPE OF WORK

The selected audit firm must have extensive experience conducting audits of local governments, preferably special districts, and reporting in compliance with generally accepted accounting principles (GAAP), generally accepted auditing standards, Minimum Audit Requirements and Reporting Guidelines for Special Districts as required by the State Controller's Office, and Government Auditing Standards as issued by the Comptroller General of the United States.

The selected audit firm will be required to perform both the financial statement audit and the TFCA program review. The selected audit firm will provide the following services as described below: **(Note: this may not be a complete list of all services required. Bidders are expected to provide a more detailed scope of work in their proposals.)**

A. Annual Financial Audit:

1. Perform an audit in accordance with Generally Accepted Auditing Standards

as set forth by the American Institute of Certified Public Accountants, and in accordance with "Minimum Audit Requirements and Reporting Guidelines for California Special Districts" as required by the State Controller's office.

2. Express an opinion on the financial statements as to whether they present fairly, in all material aspects, the financial position of the Air District and the changes in financial position and cash flows in conformity with GAAP, and issue an independent auditors' report stating this opinion.
3. Test internal controls over financial reporting and on compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters, in accordance with Government Auditing Standards and those issued by the Comptroller General of the United States, and issue an independent auditors' report on their consideration.
4. Conduct an exit conference with Air District staff.
5. Communicate in a letter to management any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the Air District's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements.
6. If required, prepare a Single Audit report.
7. Prepare full draft financial statements, converting entries, required supplemental information and footnotes for Air District staff review.
8. Prepare the annual Special District Financial Transaction Report for Air District staff review. Submit final report along with the audit report to the State Controller's Office by the required deadline.
9. Present and discuss the results of the audit and the annual financial statements to the Administration Committee and to the full Board of Directors, if necessary.
10. Provide general consultation as required during the year on financial accounting and reporting matters.
11. If requested by Air District, provide guidance on the implementation of Government Accounting Standards Board (GASB) requirements and specifics of federal and state regulations as they may affect Air District accounting and assist with the implementation of new pronouncements.
12. Issue and deliver the following reports in accordance with the following production schedules:
 - a. Preliminary audit reports on the basic financial statements, converting entries and footnotes for Air District staff review, the Single Audit, and the Management Letter due by November/December of each year.

- b. Final audit reports on the basic financial statements, the Single Audit, and the Management Letter due in December of each year, to be presented at the Administration Committee meeting in January/February of each year.

13. Print and provide the Air District with thirty (30) copies of the report on the basic financial statements and Single Audit by January of each year.

B. TFCA Program Review:

The purpose of the TFCA program review is to determine whether TFCA revenues awarded by the Air District were spent on the reduction of air pollution from motor vehicles, in accordance with the transportation control measures adopted pursuant to Sections 40233 and 40717 of the California Health and Safety Code, and to support projects as specified in Section 44241 of the same code.

The auditor will notify the Air District of any discoveries of TFCA-funded project sponsors' non-compliance with contractual requirements through a separate Agreed-Upon-Procedures report.

The reports produced through the TFCA program review shall reflect a determination of the propriety of the expenditures incurred, not the degree of efficacy in reducing air pollution.

1. Perform a review of each TFCA-funded project and program that closed out since the last review and prepare reports following the guidelines and requirements as described below in subsections a-d. Attachment B provides a sample list of the TFCA projects previously reviewed.

- a. TFCA Regional Fund and County Program Manager Fund

Review both parts of the TFCA—the TFCA Regional Fund and the TFCA County Program Manager Fund. Regional Fund projects are currently reviewed annually, though the Air District, at its discretion, may decide to review them every other year. The County Program Manager Fund projects are reviewed every other year. The County Program Manager Fund projects will be reviewed in the second and fourth years of the five-year audit engagement.

- b. Estimated Number of Projects and Site Visits

Regional Fund: The estimated number of projects for the Regional Fund for each review period varies and ranges between 30 - 80 projects (see Attachment B for more detail). Each review requires electronic outreach to each project sponsor. Most of this work can be completed remotely. Site visits may also be requested, but most, if not all project sites are located within the nine-county Bay Area. The Air District will work with the selected audit firm and project sponsors to make arrangements for site visits located outside of the nine-county Bay Area if needed.

County Program Manager Fund: The estimated number of County Program Manager projects for each review varies and ranges between 100-150 per cycle (see Attachment B for more detail). Most communication can be done electronically, but a site visit may be

required for each of the nine Bay Area County Transportation Agencies (County Program Manager Project Sponsors).

c. TFCA Program Review Requirements

- i. TFCA Program Review - Conduct review and prepare Individual Reports for each selected project sponsor on the recipient's spending of TFCA revenues awarded by the Air District to reduce air pollution from motor vehicles, in accordance with the transportation control measures adopted pursuant to Sections 40233 and 40717 of the California Health and Safety Code, and to support projects as specified in Section 44241 of the same code.
- ii. Generate a single Summary Financial Report for each fund (Regional and County Program Manager) that compiles the findings and summarizes the conclusions from each project sponsor that was reviewed.

The TFCA program review must emphasize the following requirements of the project funding agreement and the TFCA program:

- Testing expenditures for allowable costs and validating expenditures related to vendor disbursements, payroll, and if applicable, administrative charges.
- Verifying the expenditure of TFCA funds was within two years from the project funding agreement execution date, unless a longer period was approved in writing by the Air District.
- Conducting interviews with project sponsors and report to the Air District any findings, including, alleged or suspected fraud related to the TFCA program.
- Verifying that the project sponsor used the TFCA funds for the reduction of emissions from motor vehicles as required by California Health and Safety Code section 44241.

d. Other Areas of Concern

Itemize any other areas of concern with respect to the contractual, legal, administrative, or financial aspects of the project sponsor's implementation of the TFCA project, as such concerns may emerge during the course of the TFCA program review. The audit firm shall also provide recommendations for resolution of those concerns, to the extent that the firm has information or experience to do so.

2. If required, prepare a report to the Board of Directors which identifies significant findings, difficulties encountered in performing the TFCA program review, identify any corrected and uncorrected misstatements, and recommendations for improvements in administrative controls.
3. Present and discuss the results of the TFCA program review to the Mobile Source and Climate Impact Committee and to the full Board of Directors, if necessary.
4. Prepare an Agreed-Upon-Procedures report for the Air District's internal use

which outlines whether non-financial terms of the funding agreement were adhered to, including:

- a. Contractual timelines for project deliverables;
- b. Reporting requirements; and
- c. Use of the Air District's approved logo or acknowledgment of the Air District in printed or electronic materials for public distribution.

C. Air District Responsibilities

The Air District will assist the audit firm by doing the following for the financial audit and the TFCA program review:

1. The Air District will provide required records, documentation and supporting information within its possession, as well as provide a listing of project sponsors and contacts for awarded project funding as applicable.
2. The Air District will produce the audit confirmation letters or emails that are sent by the Air District.
3. The Air District will provide office space, desks, tables, chairs, and phones at the Air District's offices, if requested. The auditor will also be furnished access to photocopying machines and internet access, if needed.
4. Financial Audit:
 - a. The Air District will prepare the final closing of the books, and provide balance sheets and statements of revenue and expenditures for all funds, as well as detailed subsidiary ledgers.
 - b. The Air District will review the preliminary draft of the financial statements, converted entries and footnotes, Single Audit, Special District Financial Transaction Report and Management Letter, and provide comments to the auditor within 10 business days of receipt from the auditor.
5. TFCA Program Review:
 - a. The Air District will review the preliminary draft of each Individual Project Sponsor Report and the Summary Financial Report(s), Management Letter, and provide comments to the auditor within 10 business days of receipt from the auditor.
 - b. The Air District will provide a list of the contact person(s) for each project to be audited or reviewed.
 - c. The Air District will work to ensure that the selected firm receives the cooperation from the project sponsors in the conduct of the audits.

SECTION IV – INSTRUCTIONS TO BIDDERS

A. General

1. Interested firms must create an account through the Portal described in this RFP to view RFP documents and addenda, and to submit questions and bid documents.
2. All proposals must be made in accordance with the conditions of this RFP. Failure to address any of the requirements is grounds for rejection of this proposal.
3. All information should be complete, specific, and as concise as possible.
4. Proposals should include any additional information that the respondent deems pertinent to the understanding and evaluation of the bid.
5. The Air District may modify the RFP or issue supplementary information or guidelines during the proposal preparation period prior to the deadline. Please check our [Portal](#) for updates prior to the deadline.
6. Proposals shall constitute firm offers. Once submitted, proposals may be withdrawn, modified and resubmitted through the Portal up until the deadline.
7. The Air District reserves the right to reject any and all proposals.
8. All questions must be in written form and submitted through the Portal no later than **4:00 p.m. on Tuesday, February 1, 2022**. Firms will not be able to submit questions after this time. All questions will be answered in writing and posted on the [Portal](#) by **6:00 p.m. on Tuesday, February 8, 2022**.
9. The cost for developing the proposal is the responsibility of the bidder, and shall not be chargeable to the Air District.

B. Submittal of Proposals

All proposals must be submitted according to the specifications set forth in Section V(A), Contents of Proposal, and this section. Failure to adhere to these specifications may be cause for the rejection of the proposal.

1. Deadline – All proposals are due no later than **4:00 p.m. on Wednesday, February 16, 2022**, and must be submitted via the Portal to:

Cynthia Zhang, Staff Specialist
Bay Area Air Quality Management District
375 Beale Street, Suite 600; San Francisco, CA 94105
Portal link: <https://baaqmd.bonfirehub.com>

2. Uploading large documents may take significant time, depending on the size of the file(s) and internet connection speed. Bidders should plan sufficient time before the deadline to finalize their submissions and to complete the uploading process. Bidders will not be able to submit documents after the deadline.

Proposals received after the deadline will not be considered.

3. Signature – All proposals should be signed by an authorized representative of the bidder. If a signature is not present, the proposal will be disqualified and rejected. Electronic signatures are permitted.
4. Submittal – Submit one (1) electronic copy (in Adobe Acrobat PDF file format). Electronic submissions submitted via the Portal will be acknowledged with a confirmation email receipt. Late proposals will not be accepted. Any correction or re-submission of proposals will not extend the submittal deadline.
5. Grounds for Rejection – A proposal may be rejected at any time if it arrives after the deadline, or is not in the prescribed format, or is not signed by an individual authorized to represent the firm.
6. Disposition of the Proposals – 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 its 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.

7. Modification – Once submitted, proposals, including the composition of the contracting team, may be altered up until the deadline. Proposals may not be modified after the deadline. All proposals shall constitute firm offers valid for ninety (90) days from the deadline.

C. Interviews

1. The Air District, at its option, may interview bidders. The interviews will be for the purpose of clarifying the proposals.
2. Submittal of new proposal material at an interview will not be permitted.
3. Interviews may involve a presentation and/or a question-and-answer session.

SECTION V – PROPOSAL FORMAT, CONTENT, AND SUBMITTAL

A. Contents of Proposal

Submitted proposals must follow the format outlined below and include all requested information. Failure to submit proposals in the required format can result in the proposal being eliminated from evaluation and consideration.

1. Technical Proposal

- a. Cover Letter (Section I) – Must include the name, address, and telephone number of the company, and must be signed by the person(s) authorized to represent the firm.
- b. Firm Contact Information – Provide the following information about the firm:
 - Address and telephone number of office nearest to San Francisco, California and the address and phone number of the office that each of the proposed staff members are based out of if different.
 - Name of firm’s representative designated as the contact and email address.
 - Name of project manager, if different from the individual designated as the contact.
- c. Table of Contents – Clearly identify material contained in the proposal by section.
- d. Firm Qualifications and Experience (Section II)
 - Briefly introduce the firm. Provide a statement of your firm’s background and related experience in providing audit services to local governmental organizations, if any. Include a statement of how long your firm has been in business and how many financial audits were performed for public agencies and special districts in the past five (5) years. State the size of the firm, the size of the firm’s governmental audit staff, the location of the office from which the work on this engagement is to be performed (the Air District has a strong preference to work with a firm with an office and assigned staff located in California), the number and nature of the professional staff to be employed in this engagement on a full-time basis, and the number and nature of the staff to be so employed on a part-time basis. Indicate the name of the person who will be authorized to answer questions, the person’s title, address, email and telephone number.
 - If the firm participates in a peer review or quality review program, provide the year, month and result of the most recent review and include a copy of the report on the firm’s most recent external quality control (peer) review, along with a statement as to whether that quality control review included a review of specific government engagements (required by Government Audit Standards).

- Provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. In addition, provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.
 - Include any experience dealing with environmental regulations and the California Clean Air Act of 1988.
- e. License to Practice in California (Section III) – Include an affirmative statement that the firm and all assigned professional staff are properly licensed or supervised by certified public accountants in good standing duly authorized to practice in the State of California.
- f. Independence (Section IV) – Include an affirmative statement that the firm is independent of the Bay Area Air Quality Management District as defined by generally accepted auditing standards, Government Auditing Standards, Minimum Audit Requirements and Reporting Guidelines for Special Districts as required by the State Controller’s Office, and those issued by the Comptroller General of the United States. List and describe the firm’s professional relationships involving the Air District for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.
- g. Assigned Personnel (Section V) – Provide the following information about the staff to be assigned to the project:
- Identify the senior-level staff, including engagement partner and manager/supervisor, who would be assigned to this engagement on an on-going basis. Indicate whether these individuals have certified public accountant licenses authorized to practice in California and their standing with the Board of Accountancy. Provide information on the governmental auditing experience and derivative accounting and reporting experience of these individuals, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit. The Air District reserves the right to approve or reject any replacements in the senior level staff participating in the Air District’s audits.
 - Identify junior-level staff who may be assigned to this engagement. Indicate the stability of this team of individuals in relation to being assigned to this engagement on an annual basis. Please indicate their experience as outlined above for senior level staff. Indicate how the quality of the junior-level staff will be assured to the Air District over the term of the agreement. The Air District reserves the right to approve or reject any replacements in the junior level staff participating in the Air District’s audits.
- h. Prior Engagements with the Air District (Section VI) – Indicate prior engagements of the firm with the Air District or its predecessor districts the

scope of work, date, engagement partners, total hours, and the location of the firm's office from which the engagement was performed.

- i. Approach (Section VII) – State overall approach to the Financial Audit and Program Review, including the objectives and scope of work. Address the following for the engagement:

Financial Audit

- i. Proposed segmentation of the audit work:
 - a) What will be accomplished during interim and what at year end?
 - b) What other contact can the Air District expect during the year related to the audit engagement?
- ii. Expectations of Air District staff:
 - a) What documents and working papers are expected to be provided by Air District staff during interim and year end work?
- iii. Proposed time frame for each segment of audit work:
 - a) What is the anticipated length of field work for interim and year end work?
 - b) What is the standard turnaround time from end of field work, to senior level review, to final draft, to partner review, to audit report issuance?
- iv. Planned number of hours on the engagement for each level of auditing staff.
- v. Approach to be taken to gain and document an understanding of the Air District's internal control structure.
- vi. Approach to be taken in determining laws and regulations that will be subject to audit.

TFCA Program Review

- i. Assuming 70 Regional Fund Projects and 120 County Program Manager projects a year (as an example), what is the planned number of hours each member of the auditing team would work on the audit. Please include titles and a brief (one sentence) description of their role.
 - ii. Approach to be taken to gain and document an understanding of the Air District's program review requirements.
 - iii. A description of experience with previous program reviews at other public agencies, including name of agency, date(s) and scope of work.
 - iv. Provide any additional information to demonstrate ability to perform scope of work.
- j. References (Section VIII) – Provide references of other, similar projects including contact name, title, and telephone number for all references listed.
 - k. Retention of Working Papers (Section IX) – All working papers are the property of the Air District. Include a statement acknowledging that if your firm is awarded the contract, you will retain project related papers and related reports for a minimum of five (5) years.

- l. Subcontractors (Section X) – List any subcontractors that will be used, the work to be performed by them, and the total number of hours or percentage of time they will spend on the contract.
 - m. Conflict of Interest (Section XI) – Address possible conflicts of interest with other clients affected by contractors’ actions performed by the firm on behalf of the Air District. The Air District recognizes that prospective bidders may have contracts to perform similar services for other clients. Include a complete list of such clients for the past three (3) years with the type of work performed and the total number of years performing such tasks for each client. The Air District reserves the right to consider the nature and extent of such work in evaluating the proposal.
 - n. Additional Data (Section XII) – Provide other essential data that may assist in the evaluation of the proposal (e.g. green business certification, etc).
2. Cost Proposal
- a. The Cost Proposal must contain all pricing information relative to performing the audit engagement as described in this RFP. The Cost Proposal must be submitted in the format provided in Attachment A, Cost Proposal.
 - b. The Cost Proposal must list the fully-burdened hourly rates and the total number of hours estimated for each level of professional and administrative staff to be used to perform the tasks required by this RFP. The fully-burdened hourly rates shall be firm for the term of the contract.

SECTION VI – PROPOSAL EVALUATION

A panel of Air District staff will evaluate all proposals. The panel will recommend the selection of the contractor to the Air Pollution Control Officer (APCO), who will, in turn, make a recommendation to the Air District Board of Directors. The Air District Board of Directors may be required to approve the contract to carry out the work described in this RFP. A link to a typical contract for professional services used by the Air District is included in Section VIII.

Proposals will be evaluated on the responsiveness to both the financial audit and TFCA program review and the requirements described in the RFP. Proposals will be evaluated on the following criteria:

Criteria	Description	Points
Expertise, Skill, & Approach	Technical expertise, size and structure of the firm and personnel assigned to RFP tasks; firm’s ability to perform and complete the work in a professional and timely manner.* Past experience of the firm and, in particular, experience of the team working on projects of	45

Criteria	Description	Points
	similar scope for other governmental agencies. Responsiveness of the proposal, based upon a clear understanding of the work to be performed.	
Cost	Cost or cost effectiveness and resource allocation strategy.	35
References	References of the firm.	10
Firm's Specialty Focus Area	Local business/Green Business**	10
	Total	100

- * "Size and structure of firm" refers to the ability of a firm's size to meet the needs of the Air District. It does not give absolute preference to larger or smaller firms.
- ** The Air District gives preferences to local business and those that are certified as green businesses by a government agency or independent private rating organization. "Local business" means that a firm's headquarters is located within the nine counties of the Air District's jurisdiction.

If two or more proposals receive the same number of points, the Air District will accept the lowest cost proposal.

SECTION VII – SCHEDULE

Milestone	Date
RFP Release Date	January 3, 2022
Pre-Bid Webinar	January 10, 2022
Questions Due Date	February 1, 2022
Answers Provided via Website	February 8, 2022
Proposal Submission Deadline	February 16, 2022
Finalist Interviews (if needed)*	February 28-March 4, 2022
Selection of Finalist*	March 28, 2022
Contract Submission for Board Consideration*	April 20, 2022
Commencement of Contract*	July 1, 2022

* Dates are tentative and subject to change

SECTION VIII – SAMPLE CONTRACT

A sample contract to carry out the work described in this RFP is available on the District's website at: <http://www.baagmd.gov/about-the-air-district/request-for-proposals-rfp-rfq/samples-previous>. (Click the + to the left of Sample Contracts, and then click on the

Master Services Contract link)

SECTION IX – ATTACHMENTS

- Attachment A – Cost Proposal
- Attachment B – Sample List of Regional Fund and County Program Manager Projects