



**TECHNICAL ADVISORY COMMITTEE OF THE MSRC
ADMINISTRATIVE SUBCOMMITTEE AGENDA
Thursday, September 19, 2024 at 9:30 a.m.**

A meeting of the MSRC-TAC Administrative Subcommittee will be held at 9:30 a.m. on Thursday, September 19, 2024 through a hybrid format of in-person attendance in Conference Room CC3-5 at the South Coast AQMD Headquarters, 21865 Copley Drive, Diamond Bar, California, and remote attendance via video conferencing and by telephone. Please follow instructions below to attend the meeting remotely.

TELECONFERENCE LOCATION

Los Angeles County MTA
One Gateway Plaza
Planning Conference Room, 23rd Floor
Los Angeles, CA 90012

Please refer to the MSRC's website, www.cleantransportationfunding.org, for information regarding the format of the meeting, updates if the meeting format is changed to full remote via webcast format, and details on how to participate.

INSTRUCTIONS FOR ELECTRONIC PARTICIPATION AT BOTTOM OF AGENDA

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PUBLIC COMMENT WILL STILL BE TAKEN

Subcommittee Members

Jenny Chan, representing Riverside County Transportation Commission
Kelly Lynn, representing San Bernardino County Transportation Authority
Steven Lee, representing Los Angeles Metropolitan Transportation Authority
Jason Farin, representing Riverside County Board of Supervisors
Scott Strelecki, Southern California Association of Governments

*Members of the public may address this body concerning any agenda item before or during consideration of that item (Gov't Code Section 54954.3(a)). If you wish to comment on an agenda item or during the public comment period, please "raise your hand" on Zoom or dial *9 on your phone. 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

- Roll Call

ACTION CALENDAR

1. Review Draft RFP for MSRC Website Hosting, Maintenance and Modifications **Ravenstein**

At their August 15, 2024 meeting, the MSRC directed the development of a draft RFP for MSRC website hosting and maintenance. The purpose of this item is to provide input on the draft RFP. The Subcommittee may suggest and vote on revisions.

OTHER BUSINESS

2. **Any member of the Subcommittee, 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. (Gov't Code Section 54954.2)* **Ravenstein**

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

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

ADJOURNMENT

Americans with Disabilities Act and Language Accessibility

Disability and language-related accommodations can be requested to allow participation in the Administrative Subcommittee Meeting. The agenda will be made available, upon request, in appropriate alternative formats to assist persons with a disability (Gov't Code Section 54954.2(a)). In addition, other documents may be requested in alternative formats and languages. Any disability or language-related accommodation must be requested as soon as practicable. Requests will be accommodated unless providing the accommodation would result in a fundamental alteration or undue burden to the District. Please contact Ms. Maria Allen at (909) 396-2714 from 7:00 a.m. to 5:30 p.m., Tuesday through Friday, or send the request to mallen@aqmd.gov.

Pursuant to SB 343

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 Subcommittee after the Agenda is posted, are available by contacting Maria Allen at (909) 396-2714 or send the request to mallen@aqmd.gov.

Contacts: Cynthia Ravenstein, MSRC Contracts Administrator – (909) 396-3269
 Maria Allen, MSRC Administrative Liaison – (909) 396-2714

*** Visit Our Website At: www.cleantransportationfunding.org ***

INSTRUCTIONS FOR ELECTRONIC PARTICIPATION

Instructions for Participating in a Virtual Meeting as an Attendee

As an attendee, you will have the opportunity to virtually raise your hand and provide public comment.

Before joining the call, please silence your other communication devices such as your cell or desk phone. This will prevent any feedback or interruptions during the meeting.

Please note: During the meeting, all participants will be placed on mute by the host. You will not be able to mute or unmute your lines manually.

After each agenda item, the Chair will announce public comment.

A countdown timer may be displayed on the screen for each public comment.

If interpretation is needed, more time will be allotted.

Once you raise your hand to provide public comment, your name will be added to the speaker list. Your name will be called when it is your turn to comment. The host will then unmute your line.

Directions for Video ZOOM on a DESKTOP/LAPTOP:

- If you would like to make a public comment, please click on the “**Raise Hand**” button on the bottom of the screen.
- This will signal to the host that you would like to provide a public comment and you will be added to the list.

Directions for Video Zoom on a SMARTPHONE:

- If you would like to make a public comment, please click on the “**Raise Hand**” button on the bottom of your screen.
- This will signal to the host that you would like to provide a public comment and you will be added to the list.

Directions for TELEPHONE line only:

- If you would like to make public comment, please **dial *9** on your keypad to signal that you would like to comment.

Agenda Item #1

Review Draft RFP for MSRC Website Hosting
Maintenance and Modifications



Clean Transportation Funding

from the MSRC

Mobile Source Air Pollution Reduction Review Committee

Hosting, Maintenance and Modification of the MSRC Website

www.CleanTransportationFunding.org

Request for Proposals

P2025-XX

November 1, 2024

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SECTION 1 – Solicitation Overview

I.A. Introduction

The Mobile Source Air Pollution Reduction Review Committee (MSRC) requests proposals from qualified website providers to assist in the hosting, maintenance, and minor modification of the MSRC's website. For the purpose of this solicitation, the terms "bidder", "contractor" and "website developer" are used interchangeably.

To reduce the need to photocopy, package, and physically submit paper applications, the solicitation requires that proposals be submitted electronically in PDF format using the MSRC website. We believe this benefits the proposer, the MSRC staff, and the environment.

I.B. Background

The Mobile Source Air Pollution Reduction Review Committee, or "MSRC", is responsible for funding transportation projects that reduce air pollution in Southern California. The MSRC was created in 1990 by the California State Legislature as part of Assembly Bill (AB) 2766, which authorizes the Department of Motor Vehicles to collect a \$4 surcharge on vehicle registration fees. Under AB 2766, the MSRC receives 30% of the surcharge as part of a Discretionary Fund to support projects that reduce pollution from mobile sources, such as cars, trucks, and buses. The Discretionary Fund has an annual budget of approximately \$15 million.

In 1999, the MSRC contracted with a website development firm for the design, development, activation, testing, hosting, and maintenance of its first website. Located under the domain name www.msrc-cleanair.org, the MSRC used this site as a medium to disseminate both time sensitive and historical information to current MSRC contractors, prospective project applicants, and other interested parties. The website was developed and ultimately launched in July 2000. In 2005, the MSRC contracted with a website development firm to develop a successor website which incorporated most of the features of the original plus substantial new functionality. Similar processes occurred in 2011 and 2016. A few upgrades have been made in the ensuing years, but essentially this is the current MSRC website located under the domain name www.CleanTransportationFunding.org. Key features of the current website include:

- Ability for the public to download current solicitation documents in either Microsoft Word and PDF format;
- A key-word searchable library containing summaries of MSRC-funded projects, photos and final reports for many projects;
- Current MSRC and MSRC-Technical Advisory Committee (MSRC-TAC) meeting agendas and archives of past meeting agendas and minutes;
- Current and past MSRC articles and press releases;
- History of the MSRC, related statutes and list of current MSRC and MSRC-TAC members;
- A subscription system by which interested parties can sign up to receive e-mail notifications of solicitations, agendas, and news articles, as well as a related system to assemble and distribute an electronic newsletter;

- An interface for MSRC contractors to download guidance documents and templates; and
- Ability to submit applications and proposals online.

Furthermore, much of the current website’s content is able to be added, deleted or modified by MSRC staff without assistance of the website contractor.

The current website has served the MSRC well for eight years. The MSRC does not necessarily see a need for a major overhaul of the website at the present time, but the current contract for hosting and maintenance of the site is approaching a close. Therefore, the purpose of this Request for Proposals (RFP) is to solicit qualified firms to submit proposals in accordance with requirements specified herein for the uninterrupted continued hosting and maintenance of the MSRC website, including future minor modifications to the website. As a point of reference, in recent years the MSRC has expended approximately \$10,000 per two-year period for these types of costs.

Although the MSRC does not envision a need to overhaul the website significantly, it is always possible that a need for more substantive modifications will be identified during the course of the contract. For example, the MSRC is currently investigating the potential of changing their mechanism for managing posting of solicitations and receipt of responses to solicitations. If such a decision is made, moderate website revisions would be necessary. Bidders are asked to provide assurance of their capability and willingness to perform moderate levels of modification and their rates for such work. If such a modification is needed, a task-specific quote would be sought and if approved by MSRC and the South Coast AQMD Board, a contract modification would be processed.

I.C. Schedule of Events

This solicitation will be conducted in accordance with the timeline illustrated in Table I, below. Proposals may be submitted at any time during the period commencing November 1, 2024 and ending December 3, 2024. *Please note that proposals must be received no later than 5:00 p.m. on December 3, 2024.*

Table I - Key Procurement Events & Dates

MSRC Website Development Key Procurement Events	Date
Request for Proposals Release	November 1, 2024
Optional Bidders’ Conference, 1:30 p.m. via video conference	November 20, 2024
Latest Date and Time to Submit Proposal	December 3, 2024 @ 5:00 pm
Proposal Evaluation Period	December 4-10, 2024
Interviews/Oral Presentations of Short-Listed Bidders	Week of December 16, 2024*
Contractor Selection Review & Approval by MSRC-TAC	January 9, 2025
Contractor Selection Review & Approval by MSRC	January 16, 2025
South Coast AQMD Governing Board Approval	February 7, 2025
Contract Execution/Authority to Proceed	March 28, 2025

*Tentative

I.D. Optional Bidders' Conference

An optional Bidders' Conference for the MSRC Website Hosting and Maintenance RFP will be held on Wednesday, November 20, 2024. This will be the best opportunity to discuss and clarify any questions Bidders may have regarding the RFP directly with MSRC staff. The purpose of the conference is to provide new or updated solicitation information, provide clarification regarding this RFP, and answer general questions regarding proposal preparation. The location and time for the Bidders' Conference is as follows:

Time: 1:30 p.m. – 2:30 p.m.
Zoom Webinar ID: XXXXXXXX (applies to all)
Teleconference Dial In: +1 XXXXXXXX

In addition, MSRC staff members are available to answer questions and provide guidance as appropriate during the proposal preparation period. Please refer to Section I.E. of this document for a list of MSRC Staff contacts.

I.E. If You Need Help

This RFP can be obtained by accessing the MSRC website at www.CleanTransportationFunding.org. MSRC staff members are available to answer questions during the proposal acceptance period. In order to help expedite assistance, please direct your inquiries to the applicable staff person, as follows:

- For **General and Administrative Assistance**, please contact:
Cynthia Ravenstein
MSRC Contracts Administrator
Phone: 909-396-3269
E-mail: Cynthia@CleanTransportationFunding.org
- For **Technical Assistance**, please contact:
Ray Gorski
MSRC Technical Advisor
Phone: 909-396-2479
E-mail: Ray@CleanTransportationFunding.org
- For **Contractual Assistance**, please contact:
Anish Pathak
South Coast AQMD Procurement Manager
Phone: 909-396-2430
E-mail: apathak@aqmd.gov

II.F. Addenda

The MSRC may issue supplementary information or guidelines relative to this RFP during the proposal preparation period of November 1 to December 3, 2024.

Please note that the source of MSRC **Clean Transportation Funding™** is motor vehicle registration fees collected by the California Department of Motor Vehicles (DMV) in accordance with the California Health and Safety Code. Thus, the availability of MSRC **Clean Transportation Funding™** is contingent

upon the timely receipt of funds from the DMV. Neither the MSRC nor South Coast AQMD can guarantee the collection or remittance of registration fees by the DMV.

SECTION II: Statement of Work

II.A. Contractor Minimum Qualifications

Bidders responding to this solicitation must show evidence of at least four (4) years related experience, including serving as prime contractor for the ongoing hosting and maintenance of a minimum of ten (10) websites, at least two (2) of which are for public agencies. Bidder must have demonstrated expertise in art direction, writing, programming, systems administration, database design, and multimedia programming. Contractor must be willing to work closely with MSRC-TAC members and MSRC/South Coast AQMD staff on a continuing basis throughout the course of the contract term (see II.B. below regarding term).

All proposals must contain the following information:

1. A thorough description of how the Bidder satisfies the requirements listed under Section II.A, Designer/Contractor Minimum Qualifications;
2. A description demonstrating how the Bidder will fulfill items listed under Sections II.B, Performance Requirements and II.C., Description of MSRC Website Requirements and Content;
3. Key personnel and reporting structure, including resumes or background descriptions of all key personnel to be assigned to this project;
4. Information on work similar to the MSRC Website Hosting and Maintenance project completed by Bidder over the past four (4) years. A minimum of three (3) complete references must be submitted, including domain names for websites hosted and maintained by the Bidder;
5. A list of work to be subcontracted by the Bidder to fulfill the items listed under Section II, Statement of Work. Information on subcontractor qualifications must also be included in the proposal submission, including resumes of individuals supporting the work effort in a subcontractor capacity;
6. A summary of the approach the Bidder will use to work with MSRC-TAC members and MSRC/South Coast AQMD staff to ensure project communications will be conducted efficiently and that project milestones will be met.

II.B. Performance Requirements

1. Period of Performance - The period of performance will commence on the date the contract is signed by all parties and extend for two (2) full years. The contract may be extended, or successor contract let, for an additional two-year option, upon agreement by both parties.
2. Delivery Deadlines - Deadlines shall be negotiated with the successful bidder prior to contract execution.

II.C. Description of MSRC Website Requirements & Content

The following Sections describe the minimum requirements to be implemented within the Statement of Work covered by this RFP.

1. Website Hosting and Maintenance

The Bidder shall describe their ability to host the website and their customer support services in detail. It is important for MSRC staff to be able to update most website content without contacting the contractor; explain how your proposal will satisfy this requirement. Bidder is expected to provide website hosting with bandwidth as needed, security, backups, and adequate storage. Maintenance shall include 24/7 monitoring for rapid response in the event of a system or hardware failure, all security updates applied as they become available, and corrections applied to maintain proper functionality of existing features. It is anticipated that hosting and minor maintenance, backup, and recovery, would be covered under a set monthly fee.

The Bidder shall also describe their plan for managing the transition of website domain, website content/data and any anticipated downtime for this process.

The MSRC is requiring Bidders to specify the hosting approach, and to include any necessary hardware as part of their proposals. Any software licensing costs, domain registrations, browser upgrades, and their renewals where applicable, must also be included for the term of the maintenance period. Hardware, including any hardware provided out of the selected Bidder's existing inventory, will become property of the MSRC.

2. Website Modifications

On an as-needed basis, the Contractor may be asked to make minor modifications to the existing website. Some examples include adding/deleting authorized users, posting forms, or adding a subsection to existing page. Hourly rates for on-call services shall be clearly detailed and any terms and conditions that may apply should be fully disclosed.

3. Technical Environment

Please refer to Attachment A for a description of the current website configuration. It is the MSRC's requirement that the existing website remain fully operational during transition.

4. Software Ownership Rights/Confidentiality

The Bidder shall be required to agree and shall provide a written statement specifying that all rights, title and interest in work product developed under this project, including but not limited to website software, source code, documentation, reports, files, and all derivative works thereof, shall remain with MSRC/South Coast AQMD. This shall include work product developed by Bidder/Contractor and its employees, subcontractors and agents. The Bidder shall be required to agree that any and all work product shall be deemed to be works made for hire within the meaning of the copyright laws of the U.S. and that MSRC/South Coast AQMD shall own all rights, including, but not limited to, all copyright rights, in and to such Work Product. Bidder shall be required to warrant that any Work Product produced will be original work and will not infringe upon or violate any rights, including any patent, copyright, trademark or trade secret of any person or entity. Furthermore, all software source codes, graphic elements, and any other intellectual property associated with the website shall be provided to the MSRC within one month of activation (after it is live and accepted by the MSRC), and any updates or changes will be provided to the MSRC at the end of the contract term.

The Bidder shall also acknowledge that all information and graphic materials provided to the Bidder by MSRC/South Coast AQMD for use in development and incorporation into the Project is confidential. The Bidder shall agree not to use any MSRC information or graphic materials for the Bidder's own

benefit, or divulge, disclose, or communicate in any manner said items to any third party without the prior written consent of the MSRC.

SECTION III: Proposal Preparation & Submission

A proposal must be completed and electronically submitted in response to this RFP. Only proposals that follow the instructions within this RFP will be reviewed and evaluated. The following instructions are intended to assist the Bidder in preparing a proposal for consideration under this RFP.

In general the Proposal should be concise, well organized and demonstrate the Bidder's qualifications and experience applicable to the Project

Proposals are to reflect and/or include the following elements, in the following order:

III.A. Proposal Preparation Instructions

1. Cover Letter - Transmittal of the proposal must specify the subject of the proposal, the RFP number, and Bidder's name, address, e-mail address, and telephone number. The letter shall specify contact person(s) for technical and contractual matters, and be signed by the person(s) authorized to contractually bind the bidding entity. For joint venture proposals, the Bidder must include a statement confirming authorization to act on behalf of all co-bidders. The Bidder must include a letter of confirmation from all proposing entities of a joint proposal including project contact name and all other information as required of the Bidder.
2. Project Description and Statement of Work – This section comprises the body of the proposal. The Bidder should describe their project concept in detail, addressing all project requirements as specified in RFP Sections II.A., II.B., and II.C., above. Bidders should place special emphasis on the following key proposal elements:
 - a) Website Hosting and Maintenance – Describe in detail the proposed methodology for website administration, including program documentation and reporting, and website maintenance;
 - b) Bidder Qualifications – The Bidder shall fully describe their firm's qualifications and experience in performing the type of work as described in Section II.A. of this RFP. If subcontractors are being used or the proposal is being submitted by a team of firms, a full description of each participating firm should be included. All key personnel are to be identified and resumes provided as part of any proposal submitted;
 - c) Related Work - The Bidder shall list at least three (3) successfully completed projects of a similar nature to that described in this RFP for the design and activation of a website. Submit only those projects in which the Bidder served as the lead Contractor. Provide a brief description of the work performed, note what elements of the desired MSRC site are exemplified therein, and include the organization's name, project contact name, telephone numbers, value of the contract, and website address. The website references will be assessed as part of the evaluation process.
3. Schedule - This section shall identify anticipated dates of completion of all tasks specified in the Project Description and Statement of Work.
4. Project Organization - This section shall describe the organization proposed to implement the project. This shall include assigned personnel, all subcontractors and their related tasks and responsibilities, clearly detailed.

5. Conflict of Interest - Address any possible conflicts of interest with other clients affected by actions performed by the firm on behalf of the MSRC. Although the Bidder will not be automatically disqualified by reason of work performed for such firms, the MSRC reserves the right to consider the nature and extent of such work in evaluating the proposal.
6. Cost Proposal – shall be broken down as follows:
 - a) Line-Item Budget - The Line-Item Budget shall detail the following cost components for initial two-year contract term for the Bidder and any subcontractors for the Project:
 - i. Labor - Identify each professional category of direct project support, the number of hours for each, and the fully burdened rate per hour. The rates quoted must include labor, general, administrative, and overhead costs;
 - ii. Equipment and Supplies - Provide an itemized list of equipment to be used and/or purchased, including the manufacturer, number of each, and the unit cost. **Please note that all equipment purchased in fulfillment of this contact will remain the property of the South Coast AQMD;**
 - iii. Subcontractor Costs - Identify any subcontractors by name, the basis for the subcontractor's selection, and describe in detail the work the subcontractors will be hired to perform, list their cost per hour or per day, and the number of hours or days their services will be used and the related tasks;
 - iv. Miscellaneous Costs - if any.
 - b) Maintenance & Minor Modification Costs – proposal for continuing the MSRC Website hosting, maintenance and minor modifications for an additional two-year option period. The cost breakdown for the priced option should include all costs included with website hosting and minor maintenance, on a line-item basis as defined above.
 - c) Moderate Modification Costs – as referenced in Section I.B., the MSRC may determine that more substantial modifications are needed. If not already included in the above, provide fully burdened rates for this work.

Consider the following when preparing the cost schedules:

- Charges for supplies, equipment, and subcontractors will be paid at cost. No profit will be paid on these costs;
- The Bidder must warrant that the cost proposal will remain in effect for at least 90 days and state such in this section;
- Costs are reimbursed on an as-incurred basis only; describe billing procedures for the project and how costs will be documented for invoicing the MSRC for reimbursement of expenditures;
- The Bidder is required to certify as part of their proposal submission that the prime contractor and subcontractor rates contained in the proposal are no higher than the rates offered to the prime or subcontractor's most-favored customer;
- Identify all subcontractors by name, and include their hourly or daily rate of compensation and the number of hours or days their services will be utilized. If subcontractors are not yet identified, provide an estimate of their rates of compensation and number of hours or days the subcontractors' services will be utilized.

7. Certifications – All applicants must complete and submit the following forms, located in Attachment B, as elements of their Application:
 - a) W-9 Form and Form 590
 - b) Campaign Contribution Disclosure Form
 - c) Business Status Certifications Form

III.B Proposal Submittal Instructions

1. Format – The sections described above, including certifications, are to be compiled into a **single PDF document** for submittal to the MSRC Clean Transportation Funding website. **Please note that ONLY PDF format can be accepted. Microsoft Word documents cannot be accepted by the MSRC Website.** Applicants will need to register on the MSRC Clean Transportation Funding website. No videos will be accepted with proposals. However, images from relevant websites may be included.
2. Due Date - The latest date and time to submit a proposal is December 3, 2024 at 5:00 p.m.! Prospective bidders are encouraged to begin the process early in case of any difficulties encountered during the registration or submission process.

PLEASE NOTE THAT ANY PROPOSAL TIME STAMPED 5:01 P.M. OR LATER ON DECEMBER 3, 2024 WILL NOT BE REVIEWED AND WILL NOT BE AWARDED FUNDING. No exceptions will be granted regardless of reason or circumstances.
3. Additional Grounds for Rejection - A proposal may be immediately rejected if:
 - It is not prepared in the format described contained within this RFP; or
 - It is not signed by an individual authorized to represent the proposing entity.
4. Disposition of Proposals - The MSRC reserves the right to reject any or all proposals. All responses become the property of MSRC. One copy of the proposal shall be retained for South Coast AQMD files.
5. Modification or Withdrawal - Once submitted, proposals cannot be altered without the prior written consent of MSRC. 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 IV. Proposal Evaluation Process

The MSRC-TAC and MSRC Staff will evaluate all proposals to determine responsiveness to the RFP. South Coast AQMD staff may provide administrative and technical assistance during the proposal evaluation process.

Proposals will be evaluated and points awarded based upon the criteria outlined below. The evaluation criteria are included to provide the Bidder additional guidance as to the particular components of the proposal that will be evaluated.

The MSRC reserves the right to approve only a portion of the Bidder's Statement of Work and funding request. In this case, the Bidder will be required to submit a revised work statement, schedule of deliverables, and cost breakdown within forty-five (45) calendar days of notification of selection.

Each Bidder should review the attached Sample Contract (Attachment C). Any exceptions to the sample contract terms and conditions should be identified in the Bidder's initial proposal.

The most qualified Bidders will be short-listed and may be interviewed by an MSRC-TAC Evaluation Subcommittee the week of December 16, 2024. Please keep this week as clear as possible for potential interviews. Interviews may be at the South Coast AQMD Headquarters in Diamond Bar, California or via videoconference at the discretion of the Evaluation Subcommittee. (Please see Section I.C, Table 1 – Key Procurement Events and Dates). The proposals and interviews will be evaluated based on the selection criteria below.

The MSRC reserves the right to not make any award. The project will be effectuated through a contract with South Coast AQMD, which must also approve the award.

IV.A Proposal Evaluation & Contractor Selection Criteria

Proposals will be evaluated based on the proposals demonstrating an understanding of the RFP objectives and work involved, and on the demonstrated capability of the Bidder to accomplish the work. The following evaluation criteria form the basis upon which proposal scoring and selection will be conducted. The maximum score available is 110 points.

1. Proposal Completeness

Maximum Points Available: 10 points

Proposals will be evaluated on their completeness, accuracy and responsiveness to the RFP and all of its requirements.

2. Qualifications, Staffing and References

Maximum Points Available: 30 points

Bidders must have extensive and successful experience in the hosting and maintenance of websites of similar scope within this RFP. The Bidder shall detail previous work experience. In addition, each Bidder shall provide a minimum of three (3) references and current website addresses from the last four (4) years to demonstrate the skills necessary to complete projects similar in scope to the current proposed project.

3. Statement of Work

Maximum Points Available 35 Points

As discussed in the RFP Section II, Subsection II.C., Bidders are required to submit a discussion of the hosting and maintenance approach. Bidders shall clearly and professionally describe their understanding of the Project. Responses must thoroughly address all areas. The technical merits of the Bidder will be evaluated, based upon the level of completeness and specificity of the proposed concepts.

4. Cost Proposal

Maximum Points Available 25 Points

Bidders are required to submit a detailed cost breakdown for the proposed project. Following a comprehensive review of the cost proposal, the Evaluation Subcommittee will assign a score based upon the competitiveness, completeness, documentation quality, accuracy, and substantiation of the information provided. Costs will be assessed to determine if they are reasonable and appropriately

allocated among tasks. Consideration will also be given to the number of hours assigned to Bidder's staff in relationship to tasks to be performed, hourly rates, and whether the costs are realistic in relationship to projects of similar size.

5. DVBE/Local Business/Small Business Status

Maximum Points Available: 10 points

It is the policy of the MSRC to encourage participation by disabled veteran business entities, local businesses and small business and in the bidding process. The MSRC shall provide five (5) points each for Proposers who meet the following criteria, with the maximum points available not to exceed ten (10) points. Points will only be awarded should the Proposer, upon submission of its proposal, provide documents from a state or local agency certifying that it qualifies in the categories described below:

#1 "Disabled Veteran" as used herein is a United States military, a naval, or air service veteran with at least 10 percent service-connected disability. "Disabled Veteran Business Enterprise" as used herein means a sole proprietorship or partnership or corporation which is at least 51 percent owned by one or more disabled veterans and whose management and control of the daily business operations are by one or more disabled veterans.

#2 "Local Business" as used herein means a Proposer which can demonstrate that it has an on-going business within the South Coast AQMD at the time of the bid application and performs 90% of the work related to the contract within the South Coast AQMD.

#3 "Small Business" as used herein means a business that is:

- 1) Independently owned and operated business, and
- 2) Not dominant in its field or operation and
- 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 or less over the previous three years, or a manufacturer with 100 or fewer employees.

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