

**REQUEST FOR PROPOSAL**  
**For**  
**Secretarial and Treasurer Services**  
**Sacramento Valley Basinwide Air Pollution Control Council**

**Solicitation Date:**       **April 1, 2011**

**Proposal Due Date:**       **May 13, 2011**  
Received at location noted below before 4:30 p.m.  
(no faxed or e-mailed proposals will be accepted)

**Interview Date:**         **May 20, 2011**  
**Butte County AQMD**  
**629 Entler Avenue, Suite 15**  
**Chico, CA 95928**

**Decision Date:**         **June 3, 2011**  
Sacramento Valley Basinwide Air Pollution Control Council meeting  
Yuba County Government Center  
915 8<sup>th</sup> Street  
Marysville, CA 95901  
Meeting begins at 10:00am

**Submit Proposal To:**  
Sacramento Valley Basinwide Air Pollution Control Council  
c/o Mat Ehrhardt  
1947 Galileo Court, Ste. 103  
Davis, CA 95618

**General Description:**  
The request for proposal (RFP) is for secretarial and treasurer services for the Sacramento Valley Basinwide Air Pollution Control Council (BCC). The BCC consists of the Butte, Colusa, Feather River, Glenn, Placer, Sacramento, Shasta, Tehama and Yolo-Solano air quality and air pollution control districts. The BCC coordinates basinwide air pollution control programs as authorized by state law. The BCC bylaws provide more information on the charter and duties of the BCC, and are attached and part of this RFP. The BCC desires to contract for administrative services as specified below under Scope of Work.

**Scope of Work:**  
Secretarial duties – Under the direction of the chair of the BCC Technical Advisory Committee (TAC):

- a) Meetings: prepare meeting agendas, attend meetings, take and prepare meeting minutes, assemble agenda item backup information and distribute agenda packets. There are approximately six (6) BCC and twelve (12) TAC meetings per year.
- b) BCC records: prepare correspondence for signature and distribution, receive and distribute correspondence, reports and communications.

- c) Maintain list of BCC and TAC representatives: maintain a roster of current BCC members and TAC representatives, including contact information.
- d) Coordinate with Records Custodian: forward file copies or original documents as appropriate to the member district designated as the Records Custodian; request copies of documents as necessary from Records Custodian in response to public records requests or requests from member districts.
- e) Conflict of Interest Code: coordinate Conflict of Interest Form 700 filings with designated BCC and TAC code filers and the FPPC; submit annual Article II list of code filers to FPPC; coordinate annual code review with BCC.

Treasurer duties- Under the direction of the TAC chair:

- a) Accounts payable and receivable (approximately 50 transactions per year): invoice districts and receive/deposit annual fee assessments; receive and process for payment vendor invoices; review and reconcile monthly bank statements.
- b) Annual audit: coordinate annual audit with outside auditor; present financial records for auditors; prepare draft management discussion for audit report; present audit to TAC and BCC.
- c) Monthly budget reports: prepare and present monthly reports to the TAC and to BCC.
- d) Records: forward fiscal records to the designated Records Custodian for retention.

Proposer will be expected to enter into a contract agreement with the BCC for the scope of services. Attached is an example of the contract.

## **Proposal Elements:**

### **a) Narrative**

Provide a discussion of how the bidder plans on accomplishing the scope of work identified above. Include resources that will be utilized, such as specific software. Provide the contractor's office location where the work will be performed (does not include meeting locations).

### **b) Budget**

Provide the billing rate for the personnel assigned to this work. Include any additional expenses to be billed.

### **c) Resume**

- Include education and work experience; and
- Three (3) references including dates and descriptions of service(s).

## **Award Criteria:**

The contract will be awarded based on:

- Relevant experience and qualifications.
- Cost, although a significant factor, may not be the determining factor. Cost is particularly important when all other criteria are relatively equal.
- Reputation of customer satisfaction (references).

Attachments: BCC Bylaws  
Draft Contract

**BCC Bylaws will be attached here.**