

Western Municipal Water District

Riverside, CA

Request for Proposal

Web Site Update

RFP: IT-003



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1.0 INTRODUCTION

Western Municipal Water District requests proposals from qualified firms to provide a multidisciplinary approach (design and technical) to re-design the District web site, provide development support, convert the existing web site to the new system, and provide maintenance support to the new site once the conversion has been completed.

1.1 Western Municipal Water District

Western Municipal Water District of Riverside County, California (WMWD), is a retail and wholesale water and wastewater utility headquartered in Riverside, California. WMWD was formed in 1954 to bring supplemental water to the growing western Riverside County. Today, Western provides water supply, wastewater treatment and disposal and water resource management to a district consisting of 527 square miles with a population of over eight hundred thousand people. Western sells approximately 125,000 acre-feet of water annually which equals about 34 billion gallons of water. Western also operates two wastewater treatment plants and a groundwater desalinization plant.

As a member agency of the Metropolitan Water District of Southern California, Western provides wholesale supplemental water to the cities of Corona, Norco and Riverside and to the water agencies of Box Springs Mutual, Eagle Valley Mutual, Elsinore Valley, Lee Lake, and Rancho California. Western serves approximately 24,000 retail customers in the unincorporated areas of El Sobrante, Eagle Valley Temescal Creek, Woodcrest, Lake Mathews, and March Air Reserve Base as well as portions of the city of Riverside. Western is also one of the five member agencies of the Santa Ana Watershed Project Authority (SAWPA), a regional water resources planning and project implementation Joint Powers Authority.

About two thirds of the water Western sells is treated; the balance is raw or untreated water. About one quarter of water sales are for agricultural use; the balance is for domestic purposes. One-quarter of Western's sales are for retail customers; the remainder are wholesale. Nearly all water sold by the District for agricultural purposes is used to irrigate citrus and avocados planted since the 1950's.

1.2 Existing Web Site

WMWD has had a web presence since approximately 2000 (<http://www.wmwd.com>). Since its last re-designed (at least 5 years ago), it has had numerous additions, modifications, and "under-the-hood" technology updates. The model for the site is a hosted model, with a third-party vendor that currently manages the site (provides for off-site hosting service at a Data Center, provides for domain registration and administrative management, and provides technical support for development of new pages, modifying scripts to provide new views/capabilities, etc.). All content is managed by one or two District staff that use Dreamweaver for minor page modifications, loading new content, etc. on a part-time basis.

As a reference, the current web site includes approximately 43 pages, and the size of the web is approximately 700 MB (most of which are large un-optimized PDFs).

1.3 Background & Goals for the new Web Site

The following particulars outline the philosophy, approach, and initial requirements for the new site. The specific requirements will be finalized with the selected vendor after contract signing; these can be considered as minimum requirements and/or assumptions for scoping and cost development.

Note that during the Requirements process (Section 2.1 below), some of these requirements may be prioritized and others may be identified as “future enhancements” (in particular if a requirement becomes cost prohibitive), and so it should be understood that there is flexibility in the final requirements list. For this reasons, the vendor’s proposal should be clear as to whether any of these requirements are not assumed to be included in their technical or cost proposals.

Sites We Like.

<http://www.centralbasin.org/>

<http://www.ocwd.com/>

<http://www.cvwewater.com/>

<http://www.wmkeck.org/>

<http://www.unionsanitary.com/>

<http://www.applevalley.org/>

<http://www.lbwater.org/>

Design and Navigation. The design of the site should be unified, consistent, visually appealing and inviting. The home page should provide a visual statement of “Who is WMWD” and provide easy navigation to a number of functions/capabilities for the District’s customers, partner agencies, and other interested parties. The competing benefits of “simplicity and elegance” and “rich capability and content” need to be balanced for the user; the end user’s needs should be considered at every step of the design and development process. The site should provide the user with a personal feel; not that of a faceless bureaucracy. The “2 clicks to content” navigation approach should be maximized.

Content Management. In the new site, District staff will need to have a distributed, role-based ability to manage content. At a minimum, the following roles will manage content:

- Public Affairs staff will manage Press Releases, notices, events, newsletters, audio/video streams and related materials.
- Administration/Board Secretary will manage meeting calendars, agendas, Board packages, minutes, and related documents.

- Engineering will manage content related to Capital Projects, development services, and other functions (status updates, images, documents, etc.).
- Purchasing will manage content on Request for Proposals, and materials related to vendors/suppliers/consultants.
- Human resources will manage content regarding employment opportunities, submittals of employment applications, and related materials. Some of this content may need to include managed usernames/password protection systems.
- Management and/or Public Affairs may utilize blogging and other dynamic content tools. This may or may not include interactive capabilities (blogging comments, discussion threads, etc.).

Other roles will likely be identified in the requirements discovery process (Section 2 below), but this shows the concept of how the new site should work. Functionality for managing aging content (notification or automated processes for deleting content after specified time periods) would be desirable.

Relation to other Web Services. The District currently has or plans to have other web services that should be compatible with this new site, even if they are hosted externally to the main WMWD web site. Development of these other capabilities are not included in this scope of work; they are referenced here for explanation of content, and as requirements for compatibility. Examples of these include:

- Customer information/bill paying (where customers can log in, review their bills, pay their bills, request services such as a re-read of the water meter, etc.). This is a separate site; all that is required would be a link from the main site. (WMWD Online Bill Pay)
- Insert GIS (mapping) web services into the web site from the District's ArcGIS Server system, which includes mapping data that may be of value to users. This system uses ArcGIS Server as well as the Adobe Flex open source framework.
- Web-based File Transfer Protocol (FTP) capabilities. This would be a secured area for the District to use with vendors, other agencies, etc. This system would likely be a separate site with a link from the main site. (Serve-U FTP site)
- In approximately two years, the District will be embarking on an Electronic Document Management System implementation, using a (yet to be determined) Commercial-Off-The-Shelf (COTS) document management product. Most of these products have web-based capabilities to search and serve documents; this future add-on should be considered.
- Links to other web services used by the District (water quality management system, construction management system, etc.). These would likely be secured links only; no highly developed integration with the new web site is anticipated.

Not all of these services will be developed as part of the initial roll-out of the new web site, but the underlying technology of the new site needs to be compatible with these concepts so that they can be added at the appropriate time.

Public Interaction. The requirements for the site to have the ability for the public/other entities to interact on the site (discussion threads, information requests, etc.) will be developed with the selected vendor. These may or may not require Web 2.0-type capabilities (collaboration, wikis, etc.). For purposes of Proposal preparation, assume there is a minimum functionality as follows:

- Provide for fast, accurate search of the site for content
- Fill out an employment application and submit to Human Resources
- Fill out an information request and submit it to Public Affairs
- Fill out a request to be added to a prospective vendor list (Purchasing)
- Fill out a request to be added as a prospective contractor (Engineering)
- Log in and download certain files (e.g., specifications, As-Built Drawings, RFP's etc.), from various departments.
- Others that may be discussed after selection include:
 - Podcasts
 - RSS feeds
 - Email/IM alerts
 - Mobile alerts

Relation to Intranet/Extranet. The District is currently developing an Intranet site using Microsoft Office SharePoint Server 2007 (MOSS) with numerous capacities for staff to use for document management, communication, schedule management, and workflows. Either as an extension of the Intranet or as a parallel system, the District also expects to develop extranet capability, in which these collaboration tools would be made available to vendors, other agencies, or partners outside of the District's internal network. These capabilities would be secured; particular specifications are yet to be developed. Development of the new District Internet web site using MOSS technology is an option that the District is interested in considering to take advantage of synergies between it, the Intranet, and the proposed Extranet; this is not a requirement of the new site but we would be interested in respondents considering this possibility and discussing the advantages and disadvantages of this possibility.

American Disabilities Act (ADA) Compliance. The new site must be developed to meet all mandated access requirements adopted by the Federal Access Board (www.access-board.gov) under Section 508 subsection 1194.22 of the Rehabilitation Act. The proposing firm must also identify a satisfactory means for the District to test this compliance.

Technical Requirements. During the requirements task (Section 2 below), WMWD staff and the selected vendor will flesh out specific requirements with the selected vendor, but examples of requirements will include:

- Page Loading. The final site will score an average page load speed comparable to the top 50 most visited page sites based on WebMetrics Benchmarks. (Benchmark Website: <http://www.webmetrics.com/resources/benchmarking.html>)

- Browser compatibility. Final site will be substantially compatible with the current versions of major browsers (Internet Explorer, Firefox, Safari, Opera, and Chrome)
- Mobile site compatibility for blackberry and iPhone users. Proposer to identify any major compatibility constraints. (Optional to be developed/negotiated with the successful vendor)
- Internet Technology. Development of the site may be done using any of the major internet technologies (XML, CSS, Java, JavaScript, Flash, ASP, etc.) so long as it meets the other requirements and there is sufficient separation/security so that it does not create undue security risks to the District's information/systems.
- Domain management. District staff will have administrative authority over all domain names/registration; however, the selected vendor will provide support in ensuring all domains are current; acquisition of additional domain names, etc.
- Site Reports. System to track what pages users are viewing the most.
- Support district websites for other departments. Currently there are 6-8 separate domains typically 5-10 pages in size that were created in house or using services such as SquareSpace (for example). (Optional to be developed/negotiated with the successful vendor)

Language. The site should be translated to Spanish

Google Translate website feature is free and does a reasonable job of translating most paragraphs and links. Vendor should identify other options that they propose.

Site Hosting. For purposes of site speed, bandwidth usage, and guaranteed uptime, the District expects to continue the hosted site model, where an ISP/Data Center service provider will host the site. The selected vendor will have provided in their proposal sufficient information on a provider regarding documented bandwidth, storage, file backup, power backup, disaster recovery, and security capabilities that demonstrate to the District that current IT best practices are in place and would be available for the hosting new site.

Responsiveness. The District does not have sufficient technical "webmaster" staff to manage the technical aspects of the site (e.g., scripting, creating/updating new sub-sites or workflows), but does have capability to provide content and minor modifications to the site. Therefore the successful vendor will demonstrate staffing capability and capacity to fill this role in a way that ensures both the technical capability to make changes requested by District staff as well as the ability to make these changes in a timely manner. WMWD IT will be responsible for managing the selected vendor.

Ownership. Once the District has accepted the site as completed, all artwork, imagery, coding, scripting, content, materials, and any software licenses acquired specifically to support this site become the property of Western Municipal Water District. The selected vendor will not provide, re-use, or otherwise make these materials available to other entities without prior approval of the District.

2.0 SCOPE OF WORK

2.1 Task 1. Re-Design & Development

The selected vendor will take a lead in developing a new look and feel for the District web site. At a minimum, the following tasks will be completed.

2.1.1 Task 1.1: Develop Requirements. The selected vendor will facilitate a work session with District staff at WMWD to identify roles and responsibilities; technical, graphical, content management, and other requirements for the site. Following this work session, selected follow-up discussions with the Western team members may be required to ensure completeness. The selected vendor will document the requirements in an organized fashion and provide to the District's project manager for review, revision, and approval prior to initiation of subsequent tasks.

Deliverable: Approved Requirements Plan

2.1.2 Task 1.2: Graphic & Organization Design. The vendor will provide sufficient materials (e.g., non-functioning "draft" web sites, hard copy, and descriptive information) to provide a minimum of three (3) alternative "look and feel" designs for the site. These sites should be available to Western staff using District computers, but should not be available to the general public. If deemed to be most effective, these draft sites may be hosted on Western servers for demonstration purposes. The site should contain minimal sample content (to be provided by WMWD) at this stage, and functionality does not need to be incorporated, but each alternative must include:

- Graphical
 - Color Palates
 - Fonts
 - Graphics/Imagery
- Organization
 - Navigational Structure of major elements (use requirements document and current web site as a template)
 - Example "click through" functionality

Note that WMWD has extensive photographic and artistic materials that can be provided in electronic format to the vendor to use as inspiration or actual content in supporting this task.

WMWD will have sufficient time to review and comment on these sites, discuss "pros and cons" with the vendor, and ultimately select a site design for further development.

Deliverables: At least 3 "look and Feel" Draft Sites
Approved Selected Design

2.1.3 Task 1.3: Technology Design/Development. Based on the Approved selected design, the vendor will coordinate with Western technical staff and use these discussions to define/refine the technical aspects of the site, including site architecture, technologies to be used, scripts/functional

capabilities to be developed, and approaches for completion of the site. A site map (subject to revision as the site is developed) will be developed. These technical elements will be documented in a web site specifications document; this document will be provided to the WMWD project manager for review and approval prior to implementation.

Deliverables: Approved Technical Specifications Document

2.2 Task 2: Conversion

2.2.1 Task 2.1: Initial Conversion. Using a copy of the existing web site content, as well as other materials to be provided by WMWD staff (for content elements currently not on the site), the vendor will revise the selected site design and add in all necessary technology development functionality and content. As part of this process, WMWD staff will provide new content as needed (e.g., headers, footers, body text, images, documents, etc.) upon request of the vendor. This will be provided as a Draft “live” site that can be accessed by WMWD staff at WMWD computers; it should not be made available to the general public. Graphic input will be provided by another consultant who will work closely with the selected vendor.

Deliverable: Draft “live” Web Site

2.2.2 Task 2.2: Testing. Testing of the site will be provided by the vendor and by WMWD staff. The vendor will perform a series of tests to validate functionality of the site (as part of the initial conversion steps), and then provide notice to Western staff for purposes of secondary testing. Western will test the site against the approved Requirements Document and the approved Technical Specifications Documents. Error reports will be provided to the vendor, the vendor will notify when errors have been corrected, and then WMWD will re-test the appropriate elements. This iterative process will be repeated until all requirements are satisfactorily accomplished.

Deliverable: Completed testing checklists

2.2.3 Task 2.3: Training. The vendor will provide a training session to all District staff that will be content providers to familiarize them with their portions of the new site. The vendor will provide “cheat sheet” handouts showing steps to the process of loading content. The training session would likely be a series of short sessions over the course of one day for each functional group of content providers.

Deliverable: Completed training sessions (attendance logs)
Training Materials (handouts)

2.2.4 Task 2.4: Final Conversion & Go-Live. In coordination with District staff, the vendor will perform all necessary actions to complete moving any relevant content to the final site, convert all appropriate IP addresses, DNS records, etc. to the new site, and ensure the new site is functioning and available to the public correctly. The vendor’s proposal should discuss how they will perform this action to minimize disruption and downtime between the time that the existing site is taken down and the

time that the new site is available. Once completed, WMWD will perform a review of the live site and provide formal acceptance.

Deliverable: Accepted Final Site

2.3 Task 3: Maintenance

In this task, the vendor will provide support to maintain the site for a period of up to three years, generally in increments corresponding with the District's fiscal year (July 1-June 30), beginning with completion and Go-Live of the site (Task 2.2.4).

2.3.1 Task 3.1: Hosting. The vendor will identify and provide costs for 12-36 months of hosting the web site on a data center configured and dedicated for such services. The proposal will specify any/all applicable assumptions/limitations for this cost (size of storage/content, number of users, etc.) as well as provide sufficient information on the selected vendor to allow for evaluate the quality/responsiveness of the site. Preferably, the hosting costs will be provided in 12 month increments. The vendor may propose period different than 12 months if there are significant cost savings to different periods of time.

Note that the proposing firms may choose to not propose on this task, in which case WMWD may work directly with a hosting service and acquire this service separately. However, it is preferred that firms include a proposal for this task if possible.

2.3.2 Task 3.2: Interfaces & Technical Support. The vendor will provide an estimate and approach to provide ongoing technical management/support for the site. Specific efforts are not defined at this time, but examples of the types of efforts that may occur include:

- Provide support related to domain name management
- Provide technical capability for scripting new functions
- Provide technical capability to integrate emerging technologies as new functions are required of the site
- Provide technical updates/upgrades to the site to ensure ongoing browser compatibilities, resolve security concerns, etc.
- Provide regularly scheduled staff interaction, perhaps a monthly scheduled meeting.

Because specific tasking is unknown at this time, the vendor should focus on approach to providing these services, as well as provide rates to provide this service (either on a monthly flat fee rate structure, hourly billing rates, or other mechanism).

3.0 RFP PROCESS

3.1 Process and Timeline

All communication/correspondence with and delivery of proposals are to be made to the following address:

Western Municipal Water District
450 E. Alessandro Blvd
Riverside, CA. 92506
Attn: Greg Duecker

Or

Greg Duecker
gduecker@wmwd.com
(951) 789-5000

All communication should reference **RFP IT-003**.

The following calendar of events is expected for the process:

Event	Anticipated Date
RFP Published	March 15, 2010
Requests for Clarification	March 29, 2010
Responses to Requests for Clarification	April 5, 2010
Proposals Due	April 19, 2010
Evaluation/Short List Notification (If needed)	May 3, 2010
Interviews (If needed)	May 10, 2010
Final Evaluation/Notification	May 17, 2010
Negotiations Completed	June 1, 2010
Task Order Approved	June 14, 2010

Western reserves the right to modify the content or schedule of these events at any time, for any reason.

3.4 Requests for Clarification

Interested vendors may provide requests for clarification in email or writing through the contact information above. Verbal questions/requests will not be accepted.

The District will compile all requests and provide responses in written format to all vendors that request copies of questions/responses. If vendors do not provide such a request, they will not be provided with this information.

3.5 Proposal Delivery

Proposals will contain the content and organization described in the Proposal Requirements Section below. Proposals are due to the District by April 19, 2010 at 4:00 PM. Proposals received after that date may be accepted or rejected by the District as non-responsive. In all cases, the vendor is responsible for ensuring that the District received the proposal.

Vendors are encouraged to use electronic means for delivering proposals. Electronic proposals should be delivered in format fully compatible with one or more of the following software applications:

- Microsoft Office 2003 (Word, Excel, PowerPoint)
- Microsoft Office 2007 (Word, Excel, PowerPoint)
- Adobe Reader 9.

If the vendor prefers to deliver a hard copy of the proposal, one copy of the proposal shall be submitted in a sealed package. Proposing vendor's name and address shall appear in the upper left corner of the package. All proposals shall be marked with RFP IT-003 legibly written on the outside of the packages. If multiple packages are submitted, each package must be legibly numbered (e.g., 1 of 3, 2 of 3, etc.). Hard copy proposal delivery should also include electronic copies of the proposals (e.g., on CD-ROM or DVD-ROM compatible with Windows XP or Vista systems).

3.6 Proposal Evaluations

The proposals will be evaluated by the District in accordance with the Evaluation Criteria Section below.

3.7 Validity

Vendor proposal must be valid for a period of at least 90 days upon delivery of the proposal. The proposal will explicitly state that validity.

3.9 Award of Contract

For purposed of proposal, the Contract will be a TIME AND MATERIALS WITH A NOT-TO-EXCEED cap contract. The District may choose to negotiate a firm fixed price contract with selected vendor.

3.10 Sample Contract

Western's Standard Contract is included as Attachment A. As part of the Proposal process, Western requests that all vendors review this contract and provide any make any comments as part of the proposal. Western reserves the right to modify, add or delete any provisions of this contract prior to the issuance of a contract.

Any Contract developed during this process may be subject to approval by the District's Board of Directors.

3.11 Purchase Order (Task Order)

Any Purchase Order (Task Order) for specific work under the Contract will be based on the Scope of Work in this RFP (Section 2.0) as modified during the negotiation process is subject to approval by the District General Manager and/or the Board of Directors.

3.12 Pre-Contract Expenses

Western shall not, in any event, be liable for any pre-contractual expenses incurred by any proposing vendor in preparation of proposals, supporting materials, travel or incidental costs, or any other expenses. Proposing vendors shall not include any such expenses as part of the proposal.

Pre-contractual expenses are defined as expenses incurred in preparing the proposal in response to this RFP, preparing or presenting any information as part of the interview process, negotiating with Western in any matter related to the proposal, and any other expenses prior to the date of Award and execution of a Contract and Task Order.

3.13 Certificate of Insurance

Proposing vendor shall state its willingness and ability to comply with the required insurance coverage within seven days of notification of selection of award. Insurance levels required are included in the District Standard Contract (Attachment A).

4.0 PROPOSAL REQUIREMENTS

The Proposal will be formatted as follows:

- Section 1: Introduction
- Section 2: Statement of Conformance with Requirements
- Section 3: Approach
- Section 4: Experience
- Section 5: Schedule
- Section 6: Cost
- Section 7: Conflict of Interest

Proposals that do not follow this format or do not include all required information may be deemed non-responsive, and their proposal may be eliminated from consideration.

Proposals must be prepared simply and economically, providing a straightforward, concise description of what the vendor proposes to do, how they propose to do it, and what the cost of the effort will be. The proposal shall be clear, accurate and comprehensive. Brevity and clarity are valued over length.

Each of the requirements of these sections is described in more detail below.

4.1 Introduction

The vendor will describe the company/team, including an overview of subsequent sections. Benefits specific or unique to the proposing vendor should also be highlighted and discussed.

4.2 Statement of Conformance with Requirements

The vendor will state that it is able to meet all requirements of the RFP, or identify any exceptions/clarifications.

4.3 Approach

The vendor will describe their understanding of the project and document the proposed approach to be used to perform the required work. This should include experience/philosophy of what makes a high quality web site, discussion of project communications, roles and responsibilities, requirements from WMWD to ensure project success in addition to any relevant discussion of how the vendor proposes to approach this project.

The approach should expand upon the Scope of Work listed in Section 2.0 of this document to describe more detailed steps in the process, and which are expected to be performed by the vendor, and which are not. Ideally, the Approach Section will be a near-complete Scope of Work for purposes of Contract/Purchase Order (Task Order) issuance.

If the vendor uses any specific tools, measurements/metrics, or unique means of ensuring a successful project, they should be described in sufficient detail for evaluation. In addition, any tools (e.g., web authoring, data uploading, etc.) and training/capabilities expected of WMWD staff to be able to use the new web site should be identified.

4.4 Experience

This section will provide similar examples of web sites created/maintained by the proposing vendor. Ideally, this experience will be with water districts, local/regional governments, or similar sized/type entities to WMWD. Links to existing web site as well as references/contact s to at least 3 clients that are most similar to this project should be provided.

This should include sufficient detail for the reviewer to understand how similar the experience is to the projects listed here.

4.5 Staffing Plan

The Proposal will provide sufficient information on staff experience/capabilities to ensure WMWD that sufficient experience is available to complete the project

4.6 Schedule

The proposing entity will provide a DRAFT schedule (including any limiting assumptions) which addresses the tasks/Subtasks in Section 2 for successful completion of the project. This schedule will need to be discussed and negotiated during/after the selection process to ensure mutual agreement.

4.7 Cost

The proposing firm will provide a transparent cost spreadsheet that relates the efforts listed in Section 2.0 of this RFP as expanded by the approach provided in the Proposal.

Cost will be provided in the following format.

Task	Subtask	Hours	Labor Costs	Travel & Expenses	Total Cost
1.0	1.1				
	1.2				
	etc.				
2.0	2.1				
	2.2				
	etc.				
etc.					
Total					

4.8 Conflict of Interest

- Please see Attachment 4.8

5.0 EVALUATION CRITERIA

Proposals will be evaluated on the following criteria, not necessarily in order of priority:

- Cost. The cost is reasonable for the effort proposed, is of sufficient detail to explain the cost drivers, and sufficient mechanisms are in place to control costs through the project.
- Experience. The vendor shows relevant experience on similar projects, preferably for similar types/sizes of entities (water districts/utilities or city/local government). References will be checked and results will be incorporated here.
- Approach. The vendor understands and will use appropriate tools, methods, and other approaches to ensuring the quality and timeliness of the implementation(s). Use of the latest technologies will be considered as will acceptance of requirements for the project.
- Interviews. Discussion with proposed project manager/staff members that demonstrate an understanding of Western's needs and capabilities to perform will be evaluated.

ATTACHMENT 4.8: CONFLICTS OF INTERESTS SUMMARY FORM

POTENTIAL CONFLICTS OF INTERESTS SUMMARY FORM

All respondents and proposed sub consultants must respond to each of the following questions to determine if any actual or perceived conflicts of interest may exist. If any response has a “yes” answer, the supporting questions must also be answered completely and accurately in full detail to identify any potential or actual conflicts of interests, including organizational conflicts, bias, and unfair competitive advantages. WMWD reserves the right to review and make a final determination regarding whether any actual or potential conflicts of interests would violate WMWD’s procurement and ethics policies, and thus preclude a respondent’s participation in this award.

1. To the best of your knowledge, have you or any of your team member(s) ever been employed or retained by WMWD? Yes or No If your answer is “Yes,” please provide the following additional information (attach additional sheets as needed):

- a. Name of individual: _____
- b. Title/position within your company: _____
- c. Was the individual an WMWD full-time employee? Yes No
- d. Was the individual an WMWD part-time employee? Yes No
- e. Was the individual an WMWD as-needed employee? Yes No
- f. Was the individual an WMWD retained consultant? Yes No
- g. Or, other? Please explain: _____
- h. Dates of employment/engagement with WMWD: _____
- i. WMWD department(s)/area(s) worked: _____
- j. Name of WMWD supervisor: _____
- k. Description of job duties and responsibilities for each WMWD position held:

2. To the best of your knowledge, are any present or former WMWD employees or Board members, or immediate relatives of any present or former WMWD employees or Board members, currently serving as officers, partners, or shareholders in your company? Yes No. If the answer is “Yes,” please provide the following additional information as (attach additional sheets as needed):

- a. Name of individual: _____
- b. Title/position within your company: _____
- c. Percentage of ownership of company shares: _____

3. To the best of your knowledge, are any of your former employees or officers currently employed or retained by WMWD? Yes No If the answer is “Yes,” please provide the following additional information (attach additional sheets as needed):

Name of individual: _____

Title/position within your company: _____
Description of job duties within your company: _____
Dates of employment/service within your company: _____

4. In the preceding twelve (12) months, have you, your company, or any employee or officer made, arranged, or delivered any gifts (including entertainment) to any WMWD Board member or employee? Yes No. If the answer is "Yes," please provide the following additional information (attach additional sheets as needed):
Name of WMWD Board member/employee receiving gift: _____
Value of the gift: _____
Description of the gift: _____
Date that gift was delivered: _____
5. In the preceding twelve (12) months, have you, your company, or any employee or officer made, arranged, or delivered any campaign contributions to any WMWD Board member? Yes No. If the answer is "Yes," please provide the following additional information (attach additional sheets as needed):
Name of WMWD Board member receiving contribution: _____
Amount of contribution: _____
Form of contribution (i.e., cash, check, etc.): _____
Date that contribution was delivered: _____
6. To whom was the contribution delivered: _____

The respondent and any proposed sub consultants (collectively, "Respondent") hereby represents and warrants as follows:

1. Respondent has not employed nor retained any company or person, other than a bona fide employee working solely for Respondent, to solicit or secure the potential agreement.
2. Respondent warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Respondent, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the potential award or making of an agreement.
3. Respondent shall file, or cause to be filed, a Statement of Economic Interest with WMWD's Board Secretary as may be required under state law in the performance of the potential agreement.
4. For the term of any potential agreement, no member, officer or employee of WMWD, during the term of his or her service with WMWD, shall have any direct interest in any potential contract or obtain any present or anticipated material benefit arising there from.
5. Respondent is legally authorized to conduct business and to perform the anticipated

services in the State of California and the jurisdiction within which the services will be provided.

6. Respondent is the party making the proposal/bid; that the proposal/bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal/bid is genuine and not collusive or sham; that Respondent has not directly or indirectly induced or solicited any other respondent to put in a false or sham proposal/bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any respondent or anyone else to put in a sham proposal/bid, or that anyone shall refrain from making a proposal; that Respondent has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal/bid price of Respondent or any other respondent, or to fix any overhead, profit, or cost element of the proposal/bid, or of that of any other respondent, or to secure any advantage against WMWD; that all statements contained in the proposal/bid are true; and, further, that Respondent has not, directly or indirectly, submitted his or her proposal/bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, or to any member or agent thereof to effectuate a collusive or sham proposal/bid.

7. Respondent is not aware of any other actual or potential conflict of interest related to this proposal and the projects being implemented.

I declare under penalty of perjury of the laws of the State of California that the foregoing is true and correct.

Name (Type or print)

Name (Signature)

Title

Date

ATTACHMENT A: STANDARD CONTRACT

Insert Here