

Executive Office - Climate Change

Contractor: Symsoft Solutions, LLC

Contract # 07-114

FUNDING FISCAL YEAR	FY 07/08	FY 08/09	
TERM	06/30/08-06/30/09	06/30/08-06/30/09	
PCA	72180	72180	
LINE ITEM/OBJECT	435.00	435.00	TOTAL
DESCRIPTION Web page conversion			
Contract \$	3,764.00	41,396.00	45,160.00
Budget memo	1,736.00	(1,736.00)	-
Amd. #1 - \$ only (03/03/09)		9,900.00	9,900.00
Total, Contract	\$ 5,500.00	\$ 49,560.00	\$ 55,060.00

Payments to Contractor:

Inv. #	Inv. Date	Ser Per		C/S
OCCWEB001	08/29/08		5,500.00	C080137
OCCWEB002	09/26/08		35,280.00	35,280.00 C080236 ✓
OCCWEB003	01/20/08		4,180.00	4,180.00 C080390 ✓
OCCWEB004	05/12/09		10,100.00	10,100.00 C080763 ✓

Total, Payments	\$ 5,500.00	\$ 49,560.00	\$ 55,060.00
------------------------	--------------------	---------------------	---------------------

Balance Available to Pay Contractor	\$ -	\$ -	\$ -
--	-------------	-------------	-------------

Balance Must Be Spent By: 6/30/2010 6/30/2011 6/30/2012

Notes:

Contract Manager: Jerry Hart

4

DUPLICATE

Executive Office - Climate Change

Contractor: Symsoft Solutions, LLC

Contract # 07-114

FUNDING FISCAL YEAR	FY 07/08	FY 08/09	
TERM	06/30/08-06/30/09	06/30/08-06/30/09	
PCA	72180	72180	
LINE ITEM/OBJECT	435.00	435.00	TOTAL
DESCRIPTION Web page conversion			
Contract \$	3,764.00	41,396.00	45,160.00
Budget memo	1,736.00	(1,736.00)	-
Amd. #1 - \$ only (03/03/09)		9,900.00	9,900.00
Total, Contract	\$ 5,500.00	\$ 49,560.00	\$ 55,060.00

Payments to Contractor:

Inv. #	Inv. Date	Ser Per		C/S
OCCWEB001	08/29/08		5,500.00	C080137
OCCWEB002	09/26/08		35,280.00	C080236
OCCWEB003	01/20/08		4,180.00	C080390
OCCWEB004	05/12/09		10,100.00	C080763

Total, Payments	\$ 5,500.00	\$ 49,560.00	\$ 55,060.00
------------------------	--------------------	---------------------	---------------------

Balance Available to Pay Contractor	\$ -	\$ -	\$ -
--	-------------	-------------	-------------

Balance Must Be Spent By: 6/30/2010 6/30/2011 6/30/2012

Notes:

Contract Manager: Jerry Hart

36

SYMSOFT SOLUTIONS

SymSoft Solutions, LLC
 1540 River Park Drive, Suite 215
 Sacramento, CA 97815

Invoice No:

OCC-WEB-001

INVOICE

Bill To:
 Air Resources Board
 Attention: Accounting Section
 P.O. Box 1436
 Sacramento, CA 95812
 Contact: Lisa Macias
 (916) 322-8452



Misc
 Date: 8/19/2008
 P.O. Number: 91-0908-ARB-HQ1
 Agency Order #: 64100
 Agency Billing#: 39000608318059
 Contract Reg#: 3-06-70-2335A
 CMAA Agrmt. #

Deliverable	Deliverable Cost	Total
Project Management Plan and Project Schedule	\$5,500.00	\$5,500.00
AMOUNT OF INVOICE		\$5,500.00

Contact Name: Savita Farooqui

Phone: (916) 529-8876

Email: savita@symsoftsolutions.com

OK to pay

Jenny Hart

8-25-08

07-11-14



C0826137

AIR RESOURCES BOARD
 CONTRACTS OFFICE
 08 AUG 27 AM 10:13

08 AUG 27 2008

SYMMSOFT SOLUTIONS

SymSoft Solutions, LLC
 1540 River Park Drive, Suite 215
 Sacramento, CA 97815

Invoice No:

OCC-WEB-002

INVOICE

Bill To:
 Air Resources Board
 Attention: Accounting Section
 P.O. Box 1436
 Sacramento, CA 95812 - 1436



Misc:
 Date: 9/26/2008
 P.O. Number: 91-0908-ARB-HQ1
 Agency Order #: 07-114
 Agency Billing #: 64100
 Contract Reg#: 39000608318059
 CIMS Agmt. #: 3-06-70-2335A

Deliverable	Deliverable Cost	Total
• Created template and page design + provided status reports	\$ 17,000.00	\$ 17,000.00
• Converted pages to the new page design/template	\$ 18,280.00	\$ 18,280.00
AMOUNT OF INVOICE \$		35,280.00

Contact Name: Savita Farooqui

Phone: (916) 567-1740

Email: savita@symsoftsolutions.com

*OK to pay
 Jimmy*

*Please also see the attached
 as there is an invoice
 related floating around.
 Thanks,
 Jimmy*

35,280.00+
 149.00+

002

35,429.00*

CO80230

1080390

SYMSOFT SOLUTIONS

SymSoft Solutions, LLC
1540 River Park Drive, Suite 215
Sacramento, CA 97815

Invoice No: OCC-WEB-003

Bill to:
Air Resources Board
Attention: Accounting Section
P.O. Box 1436
Sacramento, CA 95812 - 1436



Misc:
Date: 11/20/2008
P.O. Number: 91-0908-ARB-HQ1
Agency Order #: 07-114
Agency Billing #: 64100
Contract Reg#: 39000608318059
CMAS Agmt. #: 3-06-70-2335A

INVOICE

Deliverable	Deliverable Cost	Total
• Knowledge Transfer & Training	\$ 4,380.00	\$ 4,380.00
• Less OCC Logo	(\$200)	(200.00)
AMOUNT OF INVOICE		\$ 4,180.00

Contact Name: Savitā Farooqui Phone: (916) 567-1740 Email: savita@symsoftsolutions.com

This invoice has been checked against our records and found to be the original claim presented for payment, and payment has not been previously made. We have recorded this payment to prevent a duplicate payment later.

GM
Accounting Section

OK to pay
Jenny Clark
11-25-08

CO80763

SYMMSOFT SOLUTIONS

SymSoft Solutions, LLC
1540 River Park Drive, Suite 215
Sacramento, CA 97815

Invoice No:

OCC-WEB-004

INVOICE

Bill To:
Air Resources Board
Attention: Accounting Section
P.O. Box 1436
Sacramento, CA 95812 - 1436



Misc:
Date: 5/12/2009
P.O. Number: 91-0908-ARB-HQ1
Agency Order #: 07-114
Agency Billing #: 64100
Amendment #: 1

Deliverable	Deliverable Cost	Total
Updates to Climate Change Home page, Resources icons, AB-32 landing page and Contacts page with associated CSS, images etc. Provided knowledge transfer to the ARB team	\$ 9,900.00	\$ 9,900.00
Internet Project/Task Manager (8 hours)	\$ 200.00	\$ 200.00
Internet Information Analyst/Designer (82 hours)		
Resource icons (1.8 hours)		
AMOUNT OF INVOICE	\$	\$ 10,100.00

Contact Name: Savita Farooqui

Phone: (916) 567-1740

Email: savita@symsoftsolutions.com

OK to pay.

[Handwritten signature]

5-12-09

This invoice has been checked against our records and found to be the original claim presented for payment, and payment has not been previously made. We have recorded this payment to prevent a duplicate payment later.

[Handwritten signature]
Accounting Officer

EXP. DATE: MAY 15 2009

STATE OF CALIFORNIA - AIR RESOURCES BOARD

ASD-15 CONTRACT TRANSMITTAL

NOTE TO ORIGINATOR. DISAPPROVAL BY ANY LEVEL OF REVIEW CAN CREATE A MAJOR DISRUPTION IN YOUR PROGRAM. THEREFORE PRELIMINARY CONSULTATIONS WITH FISCAL, PERSONNEL, EDP, ETC. WOULD MINIMIZE THE POTENTIAL PROBLEMS CAUSED BY DISAPPROVAL.

CONTRACT NUMBER (Assigned by Contract Staff)
07-114

DIVISION BILLING CODE:

FEDERAL EMPLOYER I.D. NO.

1. CONTRACTOR ADDRESS
RFO

1. ORIGINATOR (Signature/Date) (Telephone/Division Name)
Jerry Hart *[Signature]* 11-13-08 324-5941 OCC

2. DIVISION CHIEF (Signature/Date) *[Signature]* 324-0939
Chuck Shulock *[Signature]* 11/17/08

3. CONTRACT UNIT (Signature/Date)
Lisa Macias

2. SUBCONTRACTORS
N/A

4. CONTRACT MANAGER (Signature/Date)
Sharon Simmons

5. EDP (Signature/Date)
Bill Welty Subject to SAM 48193
 N/A YES NO

6. FISCAL (Signature/Date)
Judy Tanimoto

	AMOUNT	TIME	
		FROM	TO
ORIGINAL CONTRACT	\$45,160	June 30, 2008	June 30, 2009
AMENDMENT NO 1	\$10,000	June 30, 2008	June 30, 2009
AMENDMENT NO 2			
AMENDMENT NO 3			
TOTAL	\$55,160		

7. PERSONNEL (Signature/Date)

8. CHIEF-ASD (Signature/Date)
Marie Stephans

9. EXECUTIVE OFFICE (Signature/Date)

ITEMIZED INVOICING: MONTHLY FLAT RATE QUARTERLY
 WITHHOLD (10%) REIMBURSEMENT PROGRESS PAYMENT

4. BUDGETED YES NO (If NO, show proposed funding source)
FEDERAL GRANT YES NO GRANT NUMBER:

DOES THE CONTRACT CONTAIN AN EDP SERVICE OR PROCUREMENT? YES NO

5. STATEMENT OF WORK (PROVIDE A CLEAR, CONCISE DESCRIPTION OF WORK TO BE PERFORMED OR SERVICES PROVIDED. STATE ANY DELIVERABLES THAT MUST BE PROVIDED);
The Office of Climate Change (OCC) at the California Air Resources Board (ARB) is seeking to a qualified contractor to design new templates and convert existing climate change related web pages to the new templates on the Air Resources Board web site. Due to the incredible breadth of work needed in overseeing climate change web pages tied with the newness of the OCC, assistance is needed as discussed in this scope to give the ARB's climate web pages an appropriate external appearance.

6. REASON FOR CONTRACT (Identify specific problem, administrative requirement, program need or other circumstance making the contract necessary; include special or unusual terms and conditions.)
ARB lacks the technical expertise to design new templates and convert existing climate change related web pages to the State's new Cascading Style Sheets (CSS) and to apply style, formatting, and positioning to web pages.
* We are adding funding to the contract due to the extensive number of pages that are being created and the new information that is being added to existing pages. The Climate Change efforts are growing and changing so quickly with new partners emerging at a rapid rate. Our Climate Change pages are receiving approximately 100,000 hits per month, so we are struggling to stay abreast of the changes that need to be made.

IS THIS A RENEWAL OF A PREVIOUS CONTRACT OR SERVICE? YES NO (If yes, previous Contract Number: _____)

<p>7. JUSTIFICATION FOR CONTRACTING OUTSIDE CIVIL SERVICE</p> <p><input type="checkbox"/> THIS CONTRACT IS TO BE EXECUTED TO ACHIEVE COST SAVINGS. (Documentation to substantiate cost savings is attached.)</p> <p><input checked="" type="checkbox"/> THIS CONTRACT IS TO BE EXECUTED PURSUANT TO PERMISSIBLE CIVIL SERVICE CONSIDERATIONS.</p> <p>JUSTIFICATION FOR THE CONTRACT IS DESCRIBED BELOW:</p>	
<p>8. SUMMARY OF BIDS (List of bidders, bid amount and small business status) (If an amendment, sole source, or exempt, leave blank)</p>	
<p>9. IF AWARD OF AGREEMENT IS TO OTHER THAN THE LOWER BIDDER, PLEASE EXPLAIN REASON(S) (If an amendment, sole source, or exempt, leave blank?)</p>	
<p>10. WHAT IS THE BASIS FOR DETERMINING THAT THE PRICE OR RATE IS REASONABLE?</p>	
<p>11. WHAT BIDDING METHOD WAS USED TO SELECT THE VENDOR? <input type="checkbox"/> REQUEST FOR PROPOSAL <input type="checkbox"/> INVITATION FOR BID <input type="checkbox"/> NON-COMPETITIVELY BID <input checked="" type="checkbox"/> MSA/CMAS</p>	
<p>12. DOCUMENT EFFORTS MADE TO DETERMINE WHY PERSONNEL IN ARB OR IN OTHER STATE AGENCIES CANNOT PROVIDE THIS WORK. LIST WHICH CIVIL SERVICE CLASSES WERE CONSIDERED, NAMES OF AGENCIES CONTACTED, AND EXPLAIN WHY THEY CANNOT PROVIDE THE REQUESTED SERVICES.</p> <p>OCC staff in the air Pollution Specialist classification do not have the knowledge or skills needed to perform these duties. Staff from ARB's web services unit were consulted and were unable to perform the work.</p>	
<p>13. CURRENT AND FORMER STATE EMPLOYEE INFORMATION (If yes is checked on any of the following questions, explain below.)</p> <p>A. OTHER THAN IS REQUIRED AS A CONDITION OF REGULAR STATE EMPLOYMENT, IS A CURRENT STATE EMPLOYEE ENGAGED IN EMPLOYMENT OR FUNDED BY THIS CONTRACT IN ANY WAY? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>B. WAS THE CONTRACTOR FORMERLY EMPLOYED BY THE STATE AND INVOLVED IN ANY NEGOTIATIONS, PLANNING, OR ANY PART OF THE DECISION MAKING PROCESS RELEVANT TO THIS CONTRACT WITHIN THE PAST TWO YEARS? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>C. WAS THE CONTRACTOR FORMERLY EMPLOYED BY ARB IN A POLICY MAKING POSITION IN THE SAME GENERAL SUBJECT AREA AS THE PROPOSED CONTRACT WITHIN THE PAST 12 MONTHS? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>	
<p>14. IS THIS A SMALL BUSINESS CERTIFIED BY OSBCR? <input type="checkbox"/> NO <input type="checkbox"/> YES</p>	<p>15. SMALL BUSINESS REFERENCE NUMBER:</p>
<p>16. IS THIS A DISABLED VETERAN BUSINESS ENTERPRISE (DVBE): <input type="checkbox"/> YES <input type="checkbox"/> NOS</p>	<p>17. DVBE REFERENCE NUMBER:</p>
<p>18. IF FEDERAL GRANT, PROVIDE MWBE GOALS UTILIZED BY THIS CONTRACT</p> <p>WOMEN: %</p> <p>MINORITY: %</p>	
<p>19. IF EXEMPTING FROM MWBE GOALS, STATE IN DETAIL THE REASONS WHY.</p>	

Please keep this note attached
thru' the approval process.

Request for augmentation

was discussed with ASD & OIS.

OIS, Bill & Bill, specifically
asked for this augmentation

and would probably prefer

a larger increase in

the augmentation.

Thank you,

Sharon

P.S. Needs Edie's initials to 4

going to check.

once signed, please send signed copies
to Sharon & Jerry.

STATE OF CALIFORNIA - GENERAL SERVICES PROCUREMENT DIVISION
PURCHASING AUTHORITY PURCHASE ORDER

STD. 65 (REV. 7/2003)
 (PAM Version)

CONTRACT REGISTRATION NUMBER
39000608318059
 SUPPLIER: The numbers identified above MUST be shown on Invoice & Packing Slip.

AGENCY ORDER # **07-114**
 DATE **June 19, 2008**

AMENDMENT NO. ---
 PAGE OF PAGE
 1 of 1

S Air Resources Board
H Office of Climate Change
I Attn: Jerry Hart
P 1001 I Street
T Sacramento, CA 95812
O

B Air Resources Board
I Attn: Accounting Section
L P.O. Box 1436
L Sacramento, CA 95812
T
O

AGENCY BILLING CODE
64100
 PURCHASING AUTHORITY NUMBER
9I-0908-ARB-HQ1
 LEVERAGED PROCUREMENT AGREEMENT NO.
CMAS 3-06-70-2335A

TO SUPPLIER ADDRESS
 Symsoft Solutions, LLC.
 c/o Savita Farooqui
 2845 Muskrat Way
 Sacramento, CA 95834.

(Type or Print Legibly)

INFORMATION TECHNOLOGY PROJECT IDENTIFICATION NUMBER
2007581
 AGENCY OR BUYER INFORMATION
 AGENCY TRACKING/REQUISITION NUMBER (OPTIONAL)
 AGENCY NAME: **Air Resources Board** CONTACT NAME: **Lisa Macias**
 CONTACT EMAIL ADDRESS: **lmacias@arb.ca.gov**
 CONTACT PHONE NUMBER: **916/322-8452** CONTACT FAX NUMBER: **916/327-2940**

SUPPLIER CONTACT NAME: **Savita Farooqui** FEIN: **20-4191389**
 SUPPLIER PHONE NUMBER: **(916) 285-9539**
 SUPPLIER FAX NUMBER: _____
 SUPPLIER E-MAIL ADDRESS: **savita@symsoftsolutions.com**

PAYMENT TERMS: **NET 45** CERTIFICATION NUMBER: **42571**
 CERTIFIED SMALL MICROBUSINESS
 EXPIRATION DATE: **2/28/2009** CERTIFIED DVBE

REQUIRED DELIVERY DATE: _____ SHIPPING INSTRUCTIONS: _____
 F.O.B. Destination FRT. PPD F.O.B. Destination FRT. PPD/ADD Freight not to exceed cost stated on P.O.
 F.O.B. ORIGIN CITY OF ORIGIN: _____ STATE: _____ ZIP CODE: _____

ITEM NUMBER	QUANTITY	UNIT	COMMODITY CODE or PRODUCT CODE or SERVICES ID NUMBER	RECYCLED PRODUCT	PRODUCT OR SERVICES DESCRIPTION	UNIT PRICE	EXTENSION TOTAL
1					Convert existing web pages to new templates/design new templates (as described)		
					• Internet Project/Task Manager (110 hours)	\$110.00	\$12,100.00
					• Internet Information Analyst/Designer (114 hours)	\$110.00	\$12,540.00
					• Internet Visual Designer II (216 hours)	\$95.00	\$20,520.00
							0.00
					Payment shall be made monthly with itemized invoice.		0.00
					Services to be provided pursuant to the attached Scope of work (6 pages). Symsoft Solutions quote is attached as Page 8.		0.00
					Term of Contract: June 30, 2008 through June 30, 2009		0.00

TERMS AND CONDITIONS
 A-1 General Provisions are incorporated herein by reference to: Form GSPD-401 Non-IT Commodities (revised date _____) OR Form GSPD-401IT (revised date _____) ATTACHED OR Published at website www.dgs.ca.gov/pd
 A-2 This order is issued under a Department of General Services (DGS) Leveraged Procurement Agreement (LPA). Terms and Conditions set forth in that agreement.
 (LPA number referenced in the block titled Leveraged Procurement Agreement No.) are incorporated herein by references as if set forth in full text.
 B Agency Special Provisions are attached and titled _____
 C Any other attachments, such as specifications or Statement of Work, or Information Technology Model Language Modules, are identified in the product or service description area or on continuation pages.

TAXABLE SUBTOTAL: **\$45,160.00**
 TAX RATE SALES: _____
 *INSTALLATION: _____
 *SHIPPING/FREIGHT: _____
 *OTHER NON-TAXABLE: _____

PROCUREMENT METHOD: LEVERAGED COMPETITIVE: Solicitation Number (if applicable) **RFO 07-114**
 DVBE/SMALL BUSINESS [GC 14838.5(e)] NON-COMPETITIVELY BID EXEMPT

PROGRAM CATEGORY (Code and Title): _____ FUND TITLE: **HVA**
 VERIFIED NO STATE SURPLUS AVAILABLE: Yes NO PAID BY CAL-CARD: Yes NO
 GRAND TOTAL: **\$45,160.00**

ITEM: **5700-001-00AA** CHAPTER: **1714** BADD: **2008** STATUTE: **2008** FISCAL YEAR: **0708 0809** OBJECT OF EXPENDITURE (Code and Title): **435-72180** **0708 : 3,764** **0809 : 41,396**
 O.E. EQ.

CERTIFICATION AND APPROVAL OF EXECUTIVE OFFICER
 I HEREBY CERTIFY, on personal knowledge, that this order for purchasing the items specified above is issued in accordance with the procedure prescribed by law governing the purchase of such items for the State of California, and that all such legal requirements have been fully complied with.

AUTHORIZING NAME (Print or Type): **Sharon Simmons** TITLE: **Manager, Contract Services Section**
 AUTHORIZING SIGNATURE: _____
 UNENCUMBERED REMAINDER AFTER POSTING THIS ORDER TO ALLOTMENT EXPENDITURE LEDGE: _____
 ADJUSTMENT INCREASING ENCUMBRANCES: _____
 ADJUSTMENT DECREASING ENCUMBRANCES: _____
 CERTIFIED CORRECT (SIGNATURE): *Laura Brundhart*

6/27/08

STATE OF CALIFORNIA -- GENERAL SERVICES PROCUREMENT DIVISION
PURCHASING AUTHORITY PURCHASE ORDER
STD.65 (REV. 7/2003)

SUPPLIER INSTRUCTIONS

1. **INVOICES:** Unless otherwise specified, original invoices shall be sent to the "Bill To" address on the face of this document. Invoices shall be submitted in triplicate and shall include:

- Contract registration number (*if applicable*),
- Agency order number,
- Item number,
- Services or Product ID number,
- Unit price,
- Extended item price, and
- Invoice total amount.

State sales tax, installation cost, shipping/freight costs, and/or other non-taxable costs shall be itemized separately and added to each invoice as applicable.

2. **REQUIRED PAYMENT DATE:** Payment will be made in accordance with the provisions of the California Prompt Payment Act, Government Code Section 927 et seq. Unless expressly exempted by statute, the Act requires state agencies to pay properly submitted, undisputed invoices not more than 45 days after (a) the date of acceptance of goods or performance of services; or (b) receipt of an undisputed invoice—whichever is later.
3. **SHIPPING INSTRUCTIONS:** When the Purchase Order or contract allows prepaid/add transportation charges, submit original receipted expense bills if freight charges are over \$50.00. All shipments shall be F.O.B. Destination Freight Prepaid unless otherwise specified. All orders **MUST** include a copy of the packing slip inside the carton **AND** a copy securely attached to the **OUTSIDE** of the shipping carton.

EXHIBIT A

Scope of Work:

This Scope of Work (SOW) covers three main deliverables:

- 1) Create new web page templates (the main open space of the pages not already covered by the left, top, and bottom navigation bars – the include files) for use by the Office of Climate Change (OCC) and other divisions within ARB to present climate change related information and data in an effort that will make all ARB climate pages as seamless and integrated as possible.
- 2) Convert the following web pages within the following domains to the new template:
 - <http://www.arb.ca.gov/cc/scopingplan/scopingplan.htm>
 - <http://www.arb.ca.gov/cc/ccea/ccea.htm>
 - <http://www.arb.ca.gov/cc/ejac/ejac.htm>
 - <http://www.arb.ca.gov/cc/ghgsectors/ghgsectors.htm>
 - <http://www.arb.ca.gov/cc/cc.htm>
 - <http://www.arb.ca.gov/cc/facts/facts.htm>
 - <http://www.arb.ca.gov/cc/links/links.htm>
 - <http://www.arb.ca.gov/cc/reports/reports.htm>
 - <http://www.arb.ca.gov/cc/scopingplan/scopingplan.htm>
 - <http://www.arb.ca.gov/cc/scopingplan/submittals/submittals.htm>
 - <http://www.arb.ca.gov/cc/scopingplan/meetings/meetings.htm>
 - <http://www.arb.ca.gov/cc/scopingplan/meetings/archive-scopingmtgs.htm>
 - <http://www.arb.ca.gov/cc/scopingplan/meetings/meetingstechstake.htm>
 - <http://www.arb.ca.gov/cc/scopingplan/pgmdesign-sp/pgmdesign-sp.htm>
 - <http://www.arb.ca.gov/cc/scopingplan/pgmdesign-sp/meetings/meetings.htm>
 - <http://www.arb.ca.gov/cc/scopingplan/economics-sp/economics-sp.htm>
 - <http://www.arb.ca.gov/cc/scopingplan/economics-sp/meetings/meetings.htm>
 - <http://www.arb.ca.gov/cc/scopingplan/economics-sp/models/models.htm>
 - <http://www.arb.ca.gov/cc/scopingplan/voluntary/voluntary.htm>
 - <http://www.arb.ca.gov/cc/ghgsectors/ghgsectors.htm>

<http://www.arb.ca.gov/cc/ccea/ccea.htm>

<http://www.arb.ca.gov/cc/ccea/reports/reports.htm>

<http://www.arb.ca.gov/cc/ccea/meetings/meetings.htm>

<http://www.arb.ca.gov/cc/ejac/ejac.htm>

<http://www.arb.ca.gov/cc/ejac/meetings/meetings.htm>

- 3) Provide training on the use of the templates to OCC staff and other interested ARB staff with responsibility for climate change web pages.

Specific Tasks:

Design page templates that will:

- Help ARB brand the climate change message;
- Ease the incorporation of images onto ARB climate pages;
- Make the climate change message more consistent and clear;
- Strengthen the climate change message based on input from ARB's Public Affairs Office;
- Improve navigation among the various sources of climate change information including from the Stationary Sources Division, Mobile Source Control Division, Research Division, Energy Commission, Cal-EPA, Climate Action Team Portal pages, etc.;
- Make the OCC climate pages as seamless and integrated as possible with the pages listed above;
- Allow ARB staff to edit and revise the templates during and after the contract expires. The files cannot be locked or in any way prevent ARB staff from editing them;
- Be usable by other units, organizations, entities so that any other interested entities can use the template to integrate other pages;

Additional requirements:

- Work closely with Bill Fell, ARB Web master and the OIS staff, the OCC Webmaster Johnnie Raymond, and the other ARB webmaster(s) as necessary;
- Adhere to the new State web templates and incorporate Strict XHTML 1.0 and Cascading Style Sheets (CSS) protocols;
- Adhere to ARB's design principles at <http://www.arb.ca.gov/html/occ-contract/designprinciples.htm>. This is a link to an internal ARB document and hence there will be broken links inside the document. If additional information is needed, ARB will provide hard copy information upon request;

- Meet with OCC, OIS, Public Information Office (PIO), and representatives of the other climate web pages within ARB's divisions (Research, Planning and Technical Support, Mobile Source Control, Stationary Source) as needed;
- Work at the ARB offices on the 13th floor at least 2 days per week. Proposed Contractor staff will not be provided with equipment. Proposed Contractor must bring their own computer, but will be provided with access to the necessary files and information while working under the direction of OCC webmaster, Johnnie Raymond;
- The templates will be owned by and become the property of the ARB. ARB staff must not be limited in the review, revision, or editing of the finished product in any way.
- The California Air Resources Board Information System (CARBIS) Steering committee will conduct a "code review" of the revised template prior to its approval.

Following is a high-level list of requirements for which the Proposed Contractor will be responsible:

- ▶ Templates Design: Design templates for the ARB climate pages (identified above) employing ARB's newly revised CCS information architecture and navigation schemes developed by the recent revise. Prior to the start of work, the proposed contractor shall become fully knowledgeable of the ARB web standards including XHTML, CSS, and accessibility and other requirements documented on the eService website (<http://www.eservices.ca.gov/>) and elsewhere.
- ▶ Website Conversion:
The OCC climate web pages (listed above) converted to the new templates. The new templates must be compatible with KompoZer or an alternative open source XHTML 1.0 Strict editing software.
- ▶ XHTML and CSS: All converted web pages shall fully incorporate the new ARB web page format and will fully incorporate XHTML 1.0 Strict and Cascading Style Sheets (CSS). Any deviations from these standards will only be as expressly approved by the ARB Project Manager in writing. No proprietary templates associated with any web authoring tool (e.g., FrontPage) will be used.
- ▶ User Transition: Develop and implement a process to address any broken links that may result from the conversion to the new templates, including page redirects, custom HTML error messages (e.g., "404") and other appropriate means to minimize existing web user disruption and inconvenience and facilitate their navigation using the new templates.
- ▶ Operational Coordination: Develop and implement a process acceptable to ARB to capture and incorporate into the new templates the ongoing modifications that ARB staff may need to make while the proposed contractor is converting the pages to the new templates. The goal is to ensure that ongoing web operations are not unduly interrupted and that all content on the converted pages is complete and up-to-date.
- ▶ Accessibility Validation: Following conversion to the new templates, the proposed Contractor shall validate that each converted page satisfies all Priority 1, 2, and 3 guidelines, for "ADA" compliance of the World Wide Web Consortium (W3C), Web Content Accessibility Guidelines 1.0, as well as Section 508, Subpart B, Subsection 1194.22, Guidelines A-P of the Rehabilitation Act of 1973 as revised in 1998." Provide appropriate certification in final project documentation and apply appropriate WC3 icons to all validated pages. Provide ARB with a report of any discrepancies the contractor was unable to resolve to these specifications.

- ▶ **Testing:** Develop an approved project test plan and conduct a thorough system testing of the converted pages to ensure that each operates in accordance with the provided information architecture and navigation schemes and XHTML and CSS protocols. Use an accepted project management tool, in conjunction with ARB, to conduct testing of the converted web pages. Resolve any issues detected.
- ▶ **Knowledge Transfer/Training:** Provide training to ARB staff regarding implementation of the template design and page conversion. Develop a user document for use by ARB web staff that fully explains the converted web pages and can assist staff in maintaining the converted sites in the future. Ensure OCC staff are able to instruct other staff how to convert pages to the new template.

Management of the Engagement

Engagement Work Plan

Contractor is expected to prepare and submit a detailed work plan for the agreement during the first two weeks. The work plan content submitted with the proposal will be updated and detail added as necessary.

Vendor Invoicing

ARB will accept invoices only upon completion and approval of deliverables. Vendor invoices will be approved for payment as deliverables are completed and accepted. Invoices will be submitted not more often than monthly. Vendor invoices should indicate any deliverables completed associated with the invoice. The total invoice amount for each deliverable will be calculated on the basis of actual hours worked by the assigned resources that prepared the deliverable. If an invoice amount for a deliverable exceeds the estimated cost for that deliverable presented in the vendor's proposal, the vendor must identify what estimated cost for another deliverable will be reduced such that the total cost of the project will not increase..

Issue Resolution

When a problem or issue arises, the Contractor and/or key manager will immediately report it to ARB's Project Manager. Escalation of unresolved issues is the responsibility of the Contractor.

Project Updates, Status Reports and Meetings

Contractor will report the status of the project weekly to ARB's Project Manager. The purpose of these updates will be to receive and review interim reports of findings, conclusions and alternatives, status of task completion, staffing, project budget, and any current issues affecting the project. Bi-weekly, the contractor will submit written status reports. At a minimum, these documents shall report:

- Progress made during the last 2 weeks
- Scheduled activities for the next 2 weeks
- Issues that need ARB attention.

Acceptance of Deliverables

All deliverables will be reviewed and accepted/rejected by ARB within 10 work days of their submittal. If comments have not been received within 10 business days of delivery, deliverables will be deemed acceptable.

Instructions for Completing Deliverables

To complete each deliverable, the Contractor shall provide the document to ARB in electronic format to be approved by ARB as described above. ARB may require verbal presentations for the deliverables to appropriate staff in a briefing format. ARB may require a high-level verbal presentation for executive staff and a more detailed verbal presentation to unit managers and key staff. ARB will facilitate these presentations and meetings. The briefings will provide a forum for questions and discussion about the

deliverables prior to ARB review. The Contractor will revise the deliverables upon ARB request.

Other Contractors

The Contractor shall work cooperatively with ARB's other contracted resources (if necessary) per the directions of the Project Manager.

Computer Equipment

ARB will provide networked desktop computers for the contractor staff to use for this agreement. These computers will have the necessary software.

Standards and Policies

The contractor shall adhere to ARB's minimum required information technology standards, guidelines and policies. Contracted staff is expected to abide by the same standards and policies as ARB staff. The following regulations, standards, guidelines and policies serve as the minimum criteria for quality assurance management. These documents are:

- www.eservices.com
- The IMSD Standards Manual
- Statewide Information Management Manual (SIMM)
- State Administrative Manual
- State Contracts Manual
- ARB Information Security Policy
- ARB Internet Policy
- ARB Drug-Free Workplace Policy
- ARB Sexual Harassment Policy
- Health Insurance Portability and Accountability Act (HIPAA) of 1996
- Code of Federal Regulations, Title 42, Part 2 – Confidentiality of Alcohol and Drug Abuse Patient Records.
- Design.Principals.htm

A. Deliverables

The contractor shall:

- Develop the project management plan and maintain the project schedule;
- Provide biweekly status reports;
- Provide status briefings to project manager on a periodic or as requested basis.

The following table lists the deliverables expected to be produced by the Contractor during the agreement period:

Deliverable	Completion Date
Detailed Project Plan (narrative and Project schedule)	Within two (2) weeks of a signed agreement
Written Project Status & Time Reports	Weekly
Status Briefings	Weekly
Templates Design	(Contractor to show beginning and completion dates in proposal)
Web page conversion:	(Contractor to show beginning and completion

Deliverable	Completion Date
http://www.arb.ca.gov/cc/cc.htm	dates in proposal)
Accessibility validation	(Contractor to show beginning and completion dates in proposal)
Testing	(Contractor to show beginning and completion dates in proposal)
Provide Training/User Manual	(Contractor to show completion date in proposal)



9. Cost Proposal

This section provides the cost proposal summary and details.

9.1. Summary Cost Worksheet

Labor Category (CMAS Classification)	Hours	Discounted Rate/Hour	Total Direct Cost
Internet Project/Task Manager	110	\$110.00	\$12,100.00
Internet Information Analyst/Designer	114	\$110.00	\$12,540.00
Internet Visual Designer II	216	\$95.00	\$20,520.00
Total	440		\$45,160.00

9.2. Detailed Cost Worksheet

TASKS / DELIVERABLES	CMAS CLASSIFICATION	Discounted Rate/HR (\$)	TOTAL HOURS	COST (\$)
Project Management Plan, Project Schedule	Internet Project/Task Manager	\$110.00	32	\$3,520
	Internet Information Analyst/Designer	\$110.00	18	\$1,980
	Sub-Total		50	\$5,500
Create Page Design concepts consistent with OCC Branding and finalize page design	Internet Information Analyst/Designer	\$110.00	80	\$8,800
	Internet Visual Designer II	\$95.00	40	\$3,800
	Sub-Total		160	\$17,000
Create template for approved design	Internet Project/Task Manager	\$110.00	40	\$4,400
Project Status Reports				
Conversion of 40 Web Pages, Validation and Testing, Broken Link Corrections, Deployment	Internet Visual Designer II	\$95.00	160	\$15,200
	Internet Project/Task Manager	\$110.00	28	\$3,080
	Sub-Total		188	\$18,280
Project Status Reports				
Knowledge Transfer / Training	Internet Visual Designer II	\$95.00	16	\$1,620
	Internet Information Analyst/Designer	\$110.00	16	\$1,760
	Sub-Total		42	\$4,380
Project Status Reports				
			Total	\$45,160