

WEST BASIN MUNICIPAL WATER DISTRICT**JUNE 11, 2008 – Finance Committee**

Gray (Chair), Smith

JUNE 23, 2008 – Board Meeting

Prepared by: Margaret Moggia

Submitted by: Margaret Moggia

Approved by: Rich Nagel

INFORMATION CALENDAR

PROCUREMENT OUTREACHSUMMARY:

Over the past year, the Board expressed a desire to improve outreach to the businesses within West Basin's service area. In fact, the Strategic Business Plan states that West Basin will "actively engage local businesses in the procurement of services". To that end, the Board approved a change to its procurement policy in April 2008 that allows for additional points or a percentage to be given in the evaluation for local business enterprises.

As staff incorporates this change into its procurement practice, a couple of clarifying points were noted:

- In order to effectively incorporate the change into standard requests for procurement and evaluation, staff has identified a July 1, 2008 effective start date. Any request for proposals or bids issued on or after this date will include a description of a local business enterprise and related policy language that identifies 3% for the procurement of goods and three (3) points for the procurement of services.
- A local business enterprise will be awarded the three (3) points or 3% at a prime consultant level. A business will be required to submit appropriate documentation to reflect this is a permanent place of business.

To aide in procurement outreach, staff began the process to identify the requirement and potential vendors who can provide bid management systems. These systems allow vendors to provide key business information and also identify industry classifications. These classifications will be essential to matching businesses with West Basin business opportunities. Staff will work with Metropolitan Water District (MWD) to ensure that West Basin incorporates similar features in their program. Staff anticipates releasing the "Request for Proposals" for bid management services by August 2008.

In addition to the bid management system, staff began the process of contacting cities within West Basin's service area. Staff will coordinate West Basin's outreach to local businesses with the implementation of the bid management system. In the meantime, West Basin has a current section on the newly launched website that allows vendors to register. Staff will transition these vendors to the new system.

FISCAL IMPACTS:

Funds for licensing a bid management system are included within the Finance and Support Services Fiscal Year 2008-09 Budget.

ENVIRONMENTAL COMPLIANCE:

Not applicable.

COMMITTEE STATUS:

This item was reviewed at the Finance Committee on June 11, 2008 and agendaized to the June 23, 2008 Board meeting as information for discussion.

RECOMMENDED MOTION:

This item is for information only.

LIST OF EXHIBITS:

None.