

CALFED BAY-DELTA PROGRAM

Office Memorandum

Date: June 12, 1997

To: CALFED Bay-Delta Program Staff

From: Kate Hansel, Restoration Coordinator
CALFED Bay-Delta Program *Kate Hansel*

Subject: Category III RFP Information Management

The purpose of this memo is to inform CALFED Bay-Delta Program staff of the process for providing information to potential applicants regarding the Category III Request for Proposals and the role of CALFED agencies in the evaluation and selection process. It is critical that the process described below be strictly adhered to in order to ensure that there is consistent, accurate information provided to all potential applicants.

The Category III RFP will be available on June 13, 1997. Funding proposals are due six weeks later on July 28, 1997. If applicants have questions, we are requesting all questions be submitted in writing or by e-mail by June 27, 1997, or at the Pre-submittal Public Workshop on July 3, 1997. Responses to questions will be provided at the workshop. If an applicant who submitted written questions cannot attend the workshop, the response to their questions will be mailed to the applicant. All applicants are encouraged to attend the Public Workshop.

Information Management. Program staff should direct all questions regarding the RFP to Jeff Phipps or me. Please do not give out my direct phone number. Instead, a new voice mail phone number is being set up to receive RFP questions and provide the basic information regarding the deadline for questions, due date for submittal, and how to receive a copy of the RFP. Even basic information, such as due dates, should be referred to the RFP voice mail to ensure consistency and accuracy and to reduce the workload at the front desk.

In addition, Program staff should not assist potential applicants in developing proposals. We cannot give more assistance to one applicant over another -- doing so could jeopardize the RFP process legally and politically. Regarding CALFED Agency staff, there are less controls. We are telling PCT liaisons to inform the staff from their agencies that they can be involved in proposals either by submitting their own proposals or assisting others. However, they need to assist all applicants that call for information and they cannot act in an official CALFED capacity regarding advice on the RFP or a proposal.

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Evaluation and Selection Process. Based on information from the Attorney General's Office regarding conflict of interest, we can include agency representatives on the review panels even if that agency has submitted a proposal. To avoid a perceived conflict of interest we are asking agency staff not to score proposals from their own agency and we are excluding agency staff who submit proposals from participating on the review panels.

Let me know if other questions come up regarding the RFP process.