

**CONSIDERATION OF A RESOLUTION AUTHORIZING THE DIRECTOR, OR
DESIGNEE, TO EXECUTE AN INTERAGENCY AGREEMENT WITH THE
UNIVERSITY OF CALIFORNIA, MERCED TO PROVIDE A WEBSITE FOR THE
SUBMISSION, REVIEW, AND MANAGEMENT OF ECOSYSTEM RESTORATION
PROGRAM GRANT PROPOSALS**

Agenda Item: 10

Meeting Date: 08-14-03

Summary: This resolution would authorize the Director, or designee, to execute an interagency agreement with the University of California, Merced to support the refinement, evaluation, and delivery of a web-based software package to manage the electronic submittal and review of ecosystem restoration proposals. It would include Ecosystem Restoration Program use of the software system for the Years 4 and 5 Proposal Submittal Packages (PSP), and following the Year 5 PSP, installing the system on California Bay-Delta Authority's computers and training its staff to use the system.

Recommended Action: Adopt Resolution No. 03-08-25.

Staff Recommendation: Staff recommends the Authority approve the attached resolution, which would support, through an agreement with the University of California, Merced, the refinement, evaluation, and delivery of a software package to manage the electronic submittal and review of ecosystem restoration proposals. It would also support applicants, reviewers, and Ecosystem Restoration Program use of the software system for the Years 4 and 5 PSP, and following the Year 5 PSP, would call for installing the system on the Authority's computers and training its staff to use the system. Improvement and support of the system is essential to the conduct of the Ecosystem Restoration Program's Years 4 and 5 PSP.

Background

Each year, the Ecosystem Restoration Program has coordinated a competitive solicitation that has resulted in approximately \$100 million in grants for ecosystem restoration projects. The funded projects are selected through a competitive process that draws hundreds of proposals from local governments, state and federal agencies, nonprofits, consulting firms, and universities. The projects are reviewed thoroughly by contract managers, implementing agency staff, and panels of regional stakeholders, technical experts, and program managers. Local governments and the public are also invited to review and comment on the proposals. Many people are involved in these proposals' submittal and review activities and their input is compiled on a variety of forms. The 2002 PSP, for example, drew 260 proposals, involved over 500 reviewers from across the U.S and several foreign countries that completed up to eight different kinds of reviews on the submitted projects, and attracted 1275 individuals who inspected the proposals and submitted approximately 400 agency and public comments on 78 different proposals.

In 2002, to manage the mass of information involved in these proposals' submittal and review, the Ecosystem Restoration Program, working through UC Davis, retained Dr. Jeffrey Wright to develop and support a web-based electronic proposal and review system. Dr. Wright, an engineering professor, has developed and operated similar systems for other competitive grant review processes. Dr. Wright's software and support proved integral to that year's PSP. This interagency agreement would support Dr. Wright as he refines the system, evaluates its performance over two grant cycles, and transfers the finished software product to the Authority for its use in subsequent solicitations. Execution of this agreement is an essential precursor to the Year 4 Ecosystem Restoration Program proposal solicitation scheduled for release later this year.

Fiscal Information

Funding Source: Proposition 204
Term: July 1, 2003 to June 30, 3006
Total Amount: \$458,794

List of Attachments

Proposed Scope of Work

Contact

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CALIFORNIA BAY-DELTA AUTHORITY
RESOLUTION NO. 03-08-25

CONSIDERATION OF A RESOLUTION AUTHORIZING THE DIRECTOR, OR DESIGNEE, TO EXECUTE AN INTERAGENCY AGREEMENT WITH THE UNIVERSITY OF CALIFORNIA, MERCED TO PROVIDE A WEBSITE FOR THE SUBMISSION, REVIEW AND MANAGEMENT OF ECOSYSTEM RESTORATION PROGRAM GRANT PROPOSALS

WHEREAS, the Ecosystem Restoration Program staff have supported the Resources Agency in developing competitive grant solicitation packages to solicit ecosystem restoration project proposals from federal, state, and local public agencies, private entities, and universities; and

WHEREAS, commencing with the Ecosystem Restoration Program 2002 Proposal Solicitation Package, the staff has used the expertise of Dr. Jeffrey Wright to develop and support a web-based electronic proposal submission and review system; and

WHEREAS, the services of Dr. Wright are available through University of California, Merced, to continue further development and refinement of the web-based electronic proposal submission and review system for upcoming grant solicitations that may be undertaken by the California Bay-Delta Authority or the Ecosystem Restoration Program implementing agencies; and

WHEREAS, the continued development and refinement of the web-based electronic proposal submission and review system is consistent with the Authority's role in providing coordination of implementing agency activities for the Ecosystem Restoration Program;

NOW, THEREFORE, BE IT RESOLVED that the Authority authorizes the Director, or designee, to execute an interagency agreement with University of California, Merced, to provide a website for the submission, review, and management of Ecosystem Restoration Program Proposals, as generally described in the attached proposed Scope of Work, in an amount not to exceed \$458,794, subject to appropriation of adequate funds.

CERTIFICATION

The undersigned Assistant to the California Bay-Delta Authority does hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the California Bay-Delta Authority held on August 14, 2003.

Dated:

Heidi Rooks
Assistant to the California Bay-Delta Authority

Attachment No.1
UC Merced Website for Submission, Review, and Management of ERP Proposals
Proposed Scope of Work

1. Background

The University of California Merced (UCM), will improve, evaluate, and deliver an internet-based system (“the solicitation product”) for submission, review, and management of grant proposals submitted in response to the California Bay-Delta Program Ecosystem Restoration Program Proposal Solicitation Packages.

2. General Statement of Work

Task 1 – Improve Current System

Improve, support, and provide an Internet-based system for the submission, review, and management of grant proposals submitted to the California Bay-Delta Program. The system software employs the Debian distribution of Linux, with an Apache HTTP(S) server, and Zope as its database and development environment. The system supports these activities:

- User registration and communication using e-mail messages.
- Grant proposal submission, including development and display of on-line application forms and a faxable signature page, uploading of proposal text, verification of proposal completion, PDF compilation of submitted material, and display of submitted grant proposals on the web page.
- On-line proposal review including development and display of on-line review forms for administrative reviews, regional panels, external scientific and engineering reviews, technical panels, selection panel, registration of reviewers, assignment of proposals, acceptance/decline of review assignments, tracking of assignment and review completion, PDF compilation of reviews, display of compiled review PDF files on the web page, and tracking of reviewer/panelist payments.
- On-line display of public comments in PDF format.
- Preparation of summary reports of proposals and reviews, including lists, sorts, and maps of proposals, applicants, applicant organizations, topic areas, amounts requested, reviewers/panelists, executive summaries, project locations, and other characteristics.
- User evaluation of the on-line proposal submittal and review system, to be employed immediately following each proposal submittal and review step using surveys of applicants, reviewers, panelists, and public commenters, with the results presented in an informative report to Authority staff.
- Development of a Web-based solicitation product which will allow Authority staff to initiate standard solicitations without the need for a programmer.
- Training Authority staff in the use of the Web-based solicitation product.

Agenda Item: 10

Meeting Date: 8-14-03

Page 5

- Preparation of quarterly reports covering server status and usage, and helpline issues covered. A simple copy of the system database will be included. For the quarter ending the first year, the report will also include the evaluation report summarizing users' experiences with the web-based tool and plans to improve it. The second year-end report will include a copy of the Web-based solicitation product.

Task 2 – Support System Use in Years 4 and 5

- Improve the Authority's current system, updating forms and functions, adopting a graphic design compatible with other Authority WebPages, and enhancing user interface, data analysis (including interface with Authority databases), and reporting capabilities.
- Support use of the system by the Authority or other agencies for the California Bay-Delta Program's Year 4 and Year 5 Ecosystem Restoration Program solicitations (expect 300 grant applications annually) which includes system administration, such as backups and software updates, provide a user telephone help line to answer questions, and provide technical assistance to applicants and reviewers using the system during working hours throughout the proposal review and submittal period.

Task 3 – Evaluate User Satisfaction

- Evaluate user satisfaction with the system by surveying applicants, reviewers, panelists, and public commenters after major grant proposal submittal and review steps, with the results presented in an informative report to Authority staff.

Task 4 – Install Hardware/Software and Train Authority Staff

- Assist Authority Information System Staff with installing hardware and software.
- Provide at least 3 full days of in-house training of Information System staff to operate and support the system.
- Be available for up to 6 months by phone to answer programming questions from Authority Information System Staff.

3. Deliverables

Task	Schedule	Deliverable
Improve current system	3 months after contract signing	Improved system in operation, as documented by print version of updated pages and forms
Support system use in year 4 + 5 PSPs	Annually, on 1 st and 2 nd anniversaries of contract signing	Brief written report on system use, user problems, and assistance provided; Download of proposal information to Authority's ERP database
Evaluate user satisfaction	On 1 st anniversary of contract signing	Written report of user survey results and recommendations for system improvements
Install at Authority headquarters and train Authority information system staff	On 2nd anniversary of contract signing	Server with all appropriate software to support grant proposal and review system, and related software documentation Backups of proposal and review files in appropriate medium

4. Representatives

Authority Program Manager

Dan Ray, Staff Environmental Scientist
Ecosystem Restoration Program
650 Capitol Mall, 5th Floor
Sacramento CA 95616
(916) 445-5243

5. Term

The term of this agreement shall be 3 years.

6. Payment

The maximum amount payable under this agreement is \$458,794.00.