

**CONSIDERATION OF A RESOLUTION AUTHORIZING THE DIRECTOR, OR
DESIGNEE, TO EXECUTE WORK ASSIGNMENT 15, UNDER TASK ORDER 1, FOR
ECOSYSTEM RESTORATION PROGRAM E-ROOM SUPPORT FOR FY 03-04
Agenda Item: 10**

Meeting Date: 08-14-03

Summary: This resolution would authorize the Director, or designee, to execute a work assignment under an existing contract with Jones & Stokes, to provide e-Room services to the Ecosystem Restoration Program and implementing agencies and collaborators.

Recommended Action: Adopt Resolution 03-08-41.

Staff Recommendation: Staff recommends that the Authority adopt the attached resolution, authorizing contractor to provide e-Room services to enable agency and program collaborators to work together from multiple locations, and provide access to a library of electronic program documents for directed analysis.

Background

As part of an earlier work effort, an electronic collaboration tool was developed for the Ecosystem Restoration Program (ERP). This tool, called an e-Room, is a sophisticated tool that allows people in different locations to work together, and serves as an electronic library for commonly used documents. The e-Room is being used for the Milestones Parsing effort (TO #1, WA 9), the Project Evaluation effort, the database effort, and the Environmental Water Program. It also contains an electronic library of documents related to ERP-funded projects. The use of the e-Room will be expanded to facilitate work on the Delta Regional Ecosystem Restoration Implementation Plan (TO#1, WA 20).

The ability of people in different locations to work effectively together is critical to the ERP, as many of the essential advisory groups to the program, such as the Agency Stakeholder Ecosystem Team and the BDPAC Ecosystem Restoration Subcommittee include members representing different regions in the ERP solution area. ERP Independent Science Board members include scientists from California, other states, and Canada. The e-Room allows these members to jointly develop work products in a real-time manner and provides considerable cost savings as an alternative to travel. The library function of the e-Room provides an initial repository of documents produced for and through the ERP which can be accessible for research and evaluation. This library is the first step in a larger planning process to make this information available to the public.

Fiscal Information

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Funding Source: Proposition 204
Term: July 1, 2003 through June 30, 2004
Total Amount: \$46,193.78

List of Attachments

Proposed Scope of Work

Staff Contact

Name: Dan Castleberry

Phone: (916) 445-0769

CALIFORNIA BAY-DELTA AUTHORITY
RESOLUTION NO. 03-08-41

CONSIDERATION OF A RESOLUTION AUTHORIZING THE DIRECTOR, OR DESIGNEE, TO EXECUTE WORK ASSIGNMENT 15, UNDER TASK ORDER 1, FOR ECOSYSTEM RESTORATION PROGRAM E-ROOM SUPPORT FOR FY 03-04

WHEREAS, the Department of Water Resources, CALFED Bay-Delta Program, executed Contract No. 4600002622 with Jones & Stokes Associates, to provide planning, environmental analysis, scientific, and technical services for oversight and coordination related to the Bay-Delta Program; and

WHEREAS, the Authority is statutorily authorized to conduct oversight and coordination related to the Bay-Delta Program; and

WHEREAS, the Authority will consider accepting assignment of Contract No. 4600002622 from the Department of Water Resources; and

WHEREAS, the Ecosystem Restoration Program depends on scientists, agencies, stakeholders, and other collaborators to be able to work together to develop work products and share information to make ERP more effective; and

WHEREAS, the e-Room can provide a more cost effective tool to support collaborative efforts and information exchange;

NOW, THEREFORE, BE IT RESOLVED that the Authority authorizes the Director, or designee, to execute Work Assignment 15, under Task Order 1 of Contract No. 5600002622, for e-Room support, as generally described in the attached Scope of Work, for an amount not to exceed \$24,282.50, 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 1
Ecosystem Restoration Program
Work Assignment 15, Task Order 1
Proposed Scope of Work

1. Description of Work Assignment and relationship to Task Order

The following subtask descriptions are consistent with those in Task Order 1 (Ecosystem Restoration). This individual Work Assignment provides detailed work specifications to the Task Order listed above for contract no. 4600002622. This Work Assignment does not authorize work for the expenditure of funds beyond the scope of the Task Order. The authority for this work is specified in contract no. 4600002622, Exhibit A, Scope of Work, Section B.

As part of an earlier work effort, an electronic collaboration tool was developed for the ERP. This tool, called an e-Room, is a sophisticated tool that allows people in different locations to work together, and serves as an electronic library for commonly used documents. The e-Room is being used for the Milestones effort (TO #1, WA#2, 8, and 9), the Project Evaluation effort (WA#3), the database effort (WA#1), and the Environmental Water Program. It also contains an electronic library of documents related to ERP-funded projects. The use of the e-Room will be expanded to facilitate work on the Delta Regional Ecosystem Restoration Implementation Plan (TO #1, WA#13). Consultant will provide access to and technical support for the e-Room and provide training.

For the purpose of budget management, this work is being divided into two IWAs. Task Order #1, IWA #10 covers work to be completed before June 30, 2003. This IWA covers work to be completed after June 30, 2003.

2. Scope of Work

Subtask 1e.15.1 – Provide Access to ERP e-Room and Technical Support. Consultant will provide up to 38 seats on the e-Room for ERP and Implementing Agency staff for a period of one year. Consultant will also maintain the e-Room, as directed by the State’s Project Manager. This maintenance will include inviting new members, removing members no longer needing access, revising the structure of the e-Room to make it more useful, and adding functionality. Consultant will also be available to resolve technical difficulties with the e-Room including problems with access, responsiveness, and functionality.

Subtask 1e.15.2 – Provide Training on Use of e-Room. Consultant will provide training for ERP staff, selected staff of ERP Implementing Agencies, and other designated users on use of the e-Room. This training will consist of up to 2 group training sessions to last one hour, and up to 15 individual or small group sessions to last one hour. Consultant will also prepare training materials including maps of the e-Room site, and documents that provide shortcuts and other “tricks” for using the e-Room efficiently.

3. Deliverables

Subtask 1e.15.1. Consultant will provide a functioning e-Room for the period of the work assignment.

Subtask 1e.15.2. Consultant will provide 30 copies of training materials for distribution to ERP and ERP Implementing Agency staff members.

4. Term

The term of this Work Assignment is for one year, commencing July 1, 2003.

5. Total Amount

The total amount payable under this Work Assignment shall not exceed \$46,193.78.

6. Invoicing Procedures

Invoices must be submitted in accordance with the Contract's Budget Detail and Payment Provisions and include the Contract Number, Task Order Number, and Work Assignment Number. If a work assignment includes more than one task order, invoices must be submitted for each task order.

7. Contractor Staffing

The Task Coordinator for the CBDA will be Rhonda Reed. The CBDA Program Manager is Rhonda Reed. Craig Stevens will serve as the principal-in-charge and will be responsible for overall project quality. Susan Davis will also serve as the project manager and will be the day-to-day contact for Authority staff.

8. Representatives

CBDA Project Manager:	Rhonda Reed 650 Capitol Mall, 5 th Floor Sacramento CA 95814 Phone: (916) 445-0781
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