

**COUNTY OF SONOMA
AGENDA ITEM
SUMMARY REPORT**

Clerk of the Board Use Only
Meeting Date **Held Until**

Agenda Item No: **Agenda Item No:**

Department:
 Sonoma County Water Agency

() 4/5 Vote Required

Contact: Cordel Stillman **Phone:** (707) 547-1953 **Board Date:** 06-16-09

Deadline for Board Action:

AGENDA SHORT TITLE:
 Registrar Assistance for ISO Certifications

REQUESTED BOARD ACTION(S):

1. Authorize Chairman to execute the Agreement for Registrar Assistance with Application for ISO 9001 and ISO 14001 Certification of Integrated Environmental Management System and Quality Management System between the Sonoma County Water Agency and BSI Management Systems (\$29,710).
2. Authorize the Agency's General Manager/Chief Engineer to amend the Agreement provided amendments do not cumulatively increase the total cost to the Agency by more than \$25,000 (taking into account all prior amendments) and do not substantially change the scope of work.

CURRENT FISCAL YEAR FINANCIAL IMPACT

<u>EXPENDITURES</u>		<u>ADD'L FUNDS REQUIRING BOARD APPROVAL</u>	
Estimated Cost	\$ 29,710	Contingencies	\$ -0-
		(Fund Name:)	
Amount Budgeted	\$ 29,710	Unanticipated Revenue	\$ -0-
		(Source:)	
Other Avail Approp	\$	Other Transfer(s)	\$ -0-
(Explain below)		(Source:)	
Additional Requested:	\$ -0-	Add'l Funds Requested:	\$ -0-

Explanation (if required):
 Funding is available from the \$100,000 appropriation in the Fiscal Year 2008/2009 budget for the Fund entitled General Fund (Account No. 672105-6570).

Prior Board Action(s):

Alternatives - Results of Non-Approval:

Background: Agreement on file with the Clerk.

Selection Process

The Sonoma County Water Agency (Agency) sent a Request for Proposals to three firms. A response was received from BSI Management Systems Americas, Inc. (BSI); no other responses were received. BSI was selected based on its demonstrated ability to perform the work in the designated time frame, on the qualifications of the work team, because BSI's team members have a great deal of experience in this type of work, and because BSI provided a reasonable schedule.

History of Item

In order to increase efficiency and reduce its environmental impact, the Agency has been working to become certified in ISO standards 9001 and 14001. ISO is an international standards system that covers many different areas of business practices. ISO standards 9001 and 14001 are efficiency and environmental management standards respectively. Each standard requires a business to meet certain criteria for all aspects of its operations. The standard also requires that the business make a commitment to continual improvement. Compliance with the standards is assured through the use of a third party audit. The Agency has reached the stage where an audit is required.

Agency requires the services of a consultant (auditor) in order to certify that the Agency has met the requirements of ISO 9001 and 14001.

Insurance

The standard insurance requirements for the Agreement for Registrar Assistance with Application for ISO 9001 and ISO 14001 Certification of Integrated Environmental Management System and Quality Management System (Agreement) were modified at Consultant's request, and the modifications were approved by Risk Management.

Termination

The Agreement includes provisions for the Agency's General Manager/Chief Engineer to terminate the Agreement.

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Attachments:

On File With Clerk: Agreement (4 Copies)

CLERK OF THE BOARD USE ONLY

Board Action (If other than "Requested")

Vote: