



Beaumont-Cherry Valley Water District

Phone: (951) 845-9581 Fax: (951) 845-0159

Email: info@bcvwd.org

<http://www.bcvwd.org>

Board of Directors

David Hoffman
Division 5

John Covington
Division 4

Daniel Slawson
Division 3

Lona Williams
Division 2

Andy Ramirez
Division 1

September 29, 2022

Subject: Request for Proposal for Social Media and Public Relations

To Whom It May Concern:

The Beaumont-Cherry Valley Water District is requesting proposals for Social Media and Public Relations services. The selected Consultant shall perform the tasks specified in the "Scope of Work" section of the Request for Proposal (RFP). The Consultant is encouraged to submit suggested additions or modifications of funding sources to the scope to enhance or clarify the study. There is a not-to-exceed amount of \$100,000 annually, including expenses and other charges. The District seeks to enter into a Professional Services Agreement with the selected Consultant to provide the services described in this Request for Proposal.

The submitted proposals are used to select the project consultant in conjunction with reviewing the Consultant's ability to meet the District's schedule. The Consultant shall include a separate fee envelope for the cost of services related to the Social Media and Public Relations services preparation as part of the proposal.

The proposal must be received by **4:00 P.M., October 27, 2022**

Proposal Submittal Requirements are as follows:

1. Submit a proposal for Social Media and Public Relations services: One (1) original unbound copy, and six (6) copies in a sealed envelope marked – **Proposal for BCVWD Social Media and Public Relations services** and one (1) digital copy in PDF format to the address below.
2. Submit the not-to-exceed amount of \$100,000 annually, including expenses and other charges; Cost Estimate for Social Media and Public Relations services. Include One (1) original unbound copy and six (6) documents in a sealed envelope separate from the Technical Proposal marked **Cost Proposal for BCVWD Social Media and Public Relations services** and one (1) digital copy in PDF format to the following:

Beaumont-Cherry Valley Water District
Attn: Dr. Kirene M. Bargas
560 Magnolia Avenue, Beaumont, California 92223
Kirene.manini@bcvwd.org



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Please see the RFP for more submission details and contact the Director of Finance and Administration, Kirene M. Bargas, Ph.D., with any questions via email at kirene.manini@bcvwd.org

The attached Request for Proposal describes the work required. Also attached is a sample of the requirements for a Professional Service Agreement with BCVWD.

The District has provided PDF copies of the following information on the Beaumont-Cherry Valley Water Districts website at bcvwd.org.

1. District's Professional Service Agreement (example);
Prospective Consultants must comply with and agree to all work generally described hereafter and set forth by the District's attached Request for Proposal.

Prospective Consultants must comply with and agree to all instructions and requirements in this Notice.

- A. All proposals submitted must include the prescribed Scope of Work and associated completion schedule for all tasks set forth for the Social Media and Public Relations services. The District reserves the right to modify the Scope of Work by adding or deleting individual line items during work.
- B. The successful Consultant shall execute a Professional Service Agreement within ten (10) days (not including Saturdays, Sundays, and Holidays) after the date of the Notice of Award.
- D. The successful Consultant shall furnish insurance per the Professional Service Agreement before executing the Contract Agreement.
- E. The Consultant shall start the work ten (10) days after the date of the Notice to Proceed.

Sincerely,

Kirene M. Bargas, Ph.D.
Director of Finance and Administration

Attachments:

- 1. Request for Proposal for Social Media and Public Relations services
- 2. Professional Service Agreement Example