

## EXHIBIT 3-A



### PM Connect's Revised Proposal to the Monterey Peninsula Water Management District (MPWMD) for the specification and request for qualifications (RFQ) for the Water Demand Division Database (WDD-DB) Project

July 6, 2004

#### **Overview**

PM Connect has been engaged since February 2004 in developing the specification and request for qualifications (RFQ) for a Water Demand Division Database System (WDD-DB) for the Monterey Peninsula Water Management District (MPWMD).

Much progress has been made to date including the development of approved work process flows, new forms to be used in conjunction with the new system, overall graphical user interface (GUI), and the start of a detailed mock-up system. On June 29, 2004, a demonstration of currently developed capabilities was given to WDD staff and management as well as the District's general manager. Comments from both WDD management/staff and the General Manager were very positive.

#### **Proposal**

PM Connect is a project management consulting company based in Monterey. PM Connect has been in business since 1985 helping clients manage technology projects.

In this revised proposal there is more time allocated to development of the mock-up system than was originally proposed. The reasons for this are:

- After developing all work flow process, it was apparent that the system will address more areas than originally anticipated
- Staff is more readily able to provide feedback based on a system that looks and behaves as much as possible like the actual system. This means that the mock-up system has to be more interactive rather than just a graphical view of input and output.
- We realized that by providing a more robust mock-up system, we will save time and budget in the actual development process.

PM Connect proposes to assist MPWMD with completing the specification and RFQ for the WDD-DB Project in six (6) key areas:

1. Meeting with Land Systems Group (LSG) and WDD management/staff to address any concerns/changes to the approved work flow processes and revise if necessary.
2. Revising remaining forms that have not already been approved by WDD management and legal.
3. Continued development of the mock-up system with assistance from WDD Staff and the Chief Technology Officer.
4. Development of a technical specification to be provided to prospective vendors.
5. Development of the request for qualifications (RFQ) to be sent to prospective vendors.
6. Selection of a vendor to develop the system.

### **Costs, Resources, and Schedule**

PM Connect will provide a consultant (Dan Swaigen) at a rate of \$125/hour on this project. We have estimated the total cost for this project to be \$68,750. Although it is expected the contract will be approved by 7/20/04, PM Connect will continue to work between 7/1 and 7/20 on good faith. Assuming a start date of 7/12/04, the completion of this project (date for selecting the vendor) is estimated to be 1/20/05.

Summary level estimates for project hours and costs are as follows:

ITEM #	Description	Cost	Hours	Start	Finish
1	Revise Approved Work Process Flow Diagrams	3500.00	28	07/12/04	07/20/04
2	Revise Remaining Forms	4500.00	36	08/16/04	08/26/04
3a	Mock-up system – Finalize Top Level User Interface (UI)	2750.00	22	08/23/04	09/08/04
3b	Mock-up system – Develop input screens and logic	38000.00	304	07/13/04	11/19/04
3c	Mock-up system – Develop reports	4500.00	36	09/27/04	10/07/04
4	Develop Technical Specification	9500.00	22	11/22/04	12/20/04
5	Develop Request for Qualifications (RFQ)	3000.00	24	12/21/04	12/30/04
6	Select Vendor	3000.00	24	12/31/04	01/20/05
	<b>Totals</b>	<b>68750.00</b>	<b>550</b>		

We have attached a detailed project plan which provides more information including detailed tasks associated with each summary area above. The summary areas and associated deliverables are also described in the next section.

## **Description of Tasks to be Performed**

**Note:** Each item will have a final deliverable that must be approved by WDD Management

### **Item #1 – Revise Approved Work Process Flow Diagrams**

Work flow process diagrams were developed by PM Connect working with WDD staff and management and were approved by WDD management. Land Systems Group (LSG) has requested meetings to address each process and possibly make changes. The 1<sup>st</sup> meeting under the revised contract is scheduled for 7/12.

### **Item #2 – Revise remaining forms**

The majority of the forms have been approved by both WDD management and legal counsel. WDD management needs to provide input for us to complete the remaining forms and also get approval from legal counsel. WDD management is aware of the complete list of forms that have and have not been completed and approved.

**Items 3a, 3b, and 3c all relate to the development of the mock-up system.** The purpose of the mock-up is to show the ultimate developer exactly how the system should perform. This is built using Hypertext Markup Language (HTML) and Javascript technologies, and is NOT attached to a “back-end” database. It uses pre-formatted sample data. Not every possible permutation of the system will be illustrated via the mock-up system, but all conditions will be addressed in the technical specification.

### **Item #3a – Mock-up System - Finalize top level user interface (UI)**

The draft user interface has been reviewed by WDD staff and management. During the development of the individual areas, we expect to make minor modifications and have allowed a total of 22 hours including review and approval.

### **Item # 3b – Mock-up System – Develop input screens and logic**

This is the majority of the work to be done in designing the mockup. Based on the work flow processes and forms, each menu area will be developed with detailed screens and logic to link them. The areas to be addressed are:

1. Permits
2. Conservation
3. Search
4. Water Use Credit
5. Rebates
6. Consumption
7. Applicant Correspondence
8. Appeals
9. Water Credit Transfers (see note below)
10. Daily Processes

## 11. System Utilities

We will be scheduling regular meetings to review these screens and associated logic with WDD staff and management throughout the development process.

Note that area #9 (Water Credit Transfers) does not have an associated work flow process nor forms at this time (July 2004) and may not be included in the final product.

### **Item #3c – Mock-up System – Develop Reports**

Working with WDD staff and management, we have will identify the specific reports needed for each of the areas in section 3b above. We have already received some input and have identified broad types of reports which will be available in the system.

### **Item #4 – Develop Technical Specification**

The technical specification will be a “blueprint” for the developer. It will include the dataflow, business process flow, database schema, and notes related to the mock-up system. It will be reviewed and approved by the Chief Technology Officer.

### **Item #5 – Develop Request for Qualifications (RFQ)**

Develop a Request for Qualification (RFQ) for an outside vendor to develop and test the WDD-DB system. This will incorporate all previous items and be submitted to vendors selected by the District with PM Connect’s assistance.

### **Item #6 – Vendor Selection**

Assist WDD Management and the Chief Technology Officer with selecting candidates, reviewing candidate responses and selecting the final vendor. Three (3) weeks are being allocated for candidate vendors to respond to the RFQ.

## ***Terms and Conditions***

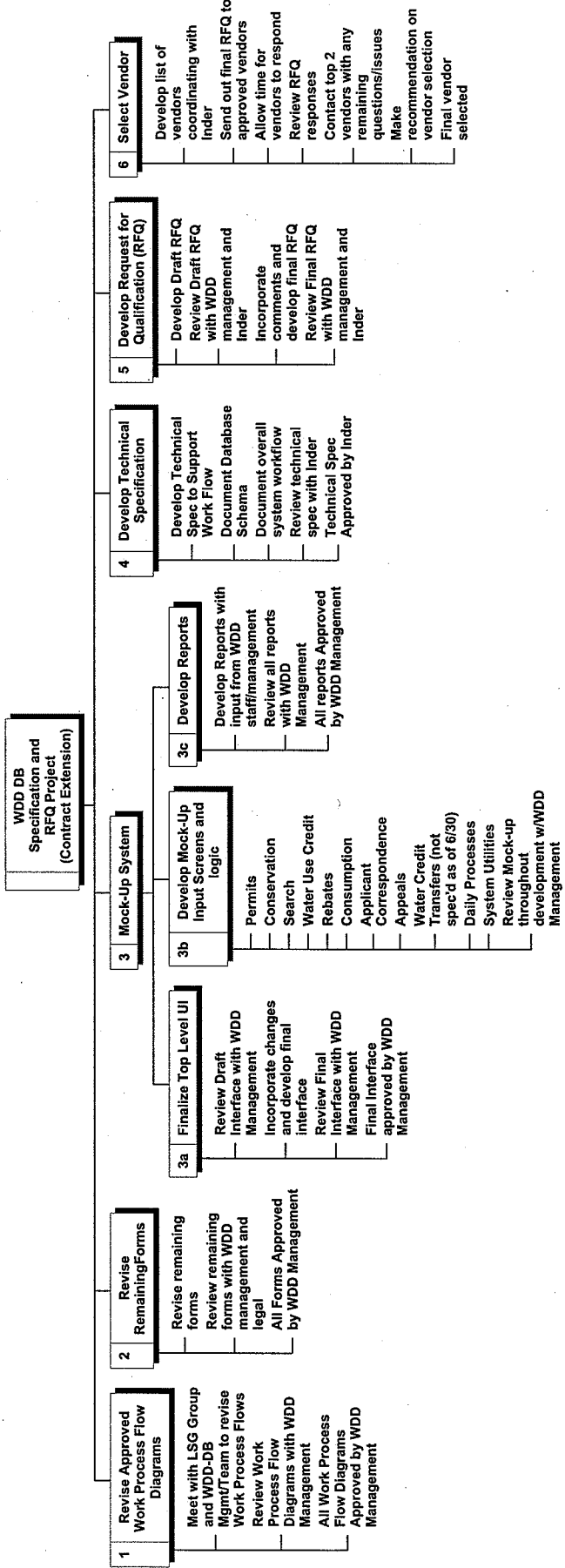
Invoices will be issued on the 1<sup>st</sup> and 15<sup>th</sup> of each month during the engagement and are payable Net 15 from receipt of invoice.

Payments should be sent to:

PM Connect  
801 Lighthouse Ave  
Suite 201  
Monterey, CA 93940

This proposal is valid for 60 days from receipt.

# 7-1-04 WDD-DB Spec and RFQ Project Plan Revision



## 7-1-04 WDD-DB Spec and RFQ Project Plan Revision

ID	Item #	Task Name	Work	Cost	Duration	Start	Finish	1st Quarter Jan e Mar	2nd Quarter Apr Jun	3rd Quarter Jul e Sep	4th Quarter Oct e Dec
1		<b>WDD DB Specification and RFQ Project (Contract Extension)</b>	550 hrs	\$68,750.00	134 days	7/12/04	1/25/05				
2	1	<b>Revise Approved Work Process Flow Diagrams</b>	28 hrs	\$3,500.00	6.5 days	7/12/04	7/20/04				
3		Meet with LSG Group and WDD-DB Mgmt/Team to revise Work Process	24 hrs	\$3,000.00	6 days	7/12/04	7/19/04				
4		Review Work Process Flow Diagrams with WDD Management	4 hrs	\$500.00	0.5 days	7/20/04	7/20/04				
5		All Work Process Flow Diagrams Approved by WDD Management	0 hrs	\$0.00	0 days	7/20/04	7/20/04				
6	2	<b>Revise Remaining Forms</b>	36 hrs	\$4,500.00	9 days	8/16/04	8/26/04				
7		Revise remaining forms	32 hrs	\$4,000.00	8 days	8/16/04	8/25/04				
8		Review remaining forms with WDD management and legal	4 hrs	\$500.00	1 day	8/26/04	8/26/04				
9		All Forms Approved by WDD Management	0 hrs	\$0.00	0 days	8/26/04	8/26/04				
10	3	<b>Mock-Up System</b>	362 hrs	\$45,250.00	90 days	7/13/04	11/19/04				
11	3a	<b>Finalize Top Level UI</b>	22 hrs	\$2,750.00	11.25 days	8/23/04	9/8/04				
12		Review Draft Interface with WDD Management	4 hrs	\$500.00	1 day	8/23/04	8/23/04				
13		Incorporate changes and develop final interface	16 hrs	\$2,000.00	10 days	8/24/04	9/7/04				
14		Review Final Interface with WDD Management	2 hrs	\$250.00	0.25 days	9/8/04	9/8/04				
15		Final interface approved by WDD Management	0 hrs	\$0.00	0 days	9/8/04	9/8/04				
16	3b	<b>Develop Mock-Up Input Screens and logic</b>	304 hrs	\$38,000.00	90 days	7/13/04	11/19/04				
17		Permits	32 hrs	\$4,000.00	10 days	7/13/04	7/26/04				
18		Conservation	32 hrs	\$4,000.00	10 days	7/27/04	8/9/04				
19		Search	32 hrs	\$4,000.00	10 days	8/10/04	8/23/04				
20		Water Use Credit	24 hrs	\$3,000.00	7.5 days	8/24/04	9/2/04				
21		Rebates	24 hrs	\$3,000.00	7.5 days	9/2/04	9/15/04				
22		Consumption	24 hrs	\$3,000.00	7.5 days	9/16/04	9/27/04				
23		Applicant Correspondence	24 hrs	\$3,000.00	7.5 days	9/27/04	10/6/04				
24		Appeals	24 hrs	\$3,000.00	7.5 days	10/7/04	10/19/04				
25		Water Credit Transfers (not spec'd as of 6/30)	32 hrs	\$4,000.00	10 days	11/2/04	11/2/04				
26		Daily Processes	24 hrs	\$3,000.00	7.5 days	11/2/04	11/12/04				
27		System Utilities	16 hrs	\$2,000.00	5 days	11/15/04	11/19/04				
28		Review Mock-up throughout development w/WDD Management	16 hrs	\$2,000.00	40 days	9/23/04	11/19/04				
29	3c	<b>Develop Reports</b>	36 hrs	\$4,500.00	8.5 days	9/27/04	10/7/04				
30		Develop Reports with input from WDD staff/management	32 hrs	\$4,000.00	8 days	9/27/04	10/7/04				
31		Review all reports with WDD Management	4 hrs	\$500.00	0.5 days	10/7/04	10/7/04				
32		All reports Approved by WDD Management	0 hrs	\$0.00	0 days	10/7/04	10/7/04				
33	4	<b>Develop Technical Specification</b>	76 hrs	\$9,500.00	19 days	11/22/04	12/20/04				
34		Develop Technical Spec to Support Work Flow	24 hrs	\$3,000.00	6 days	11/22/04	12/1/04				
35		Document Database Schema	24 hrs	\$3,000.00	6 days	12/2/04	12/9/04				
36		Document overall system workflow	24 hrs	\$3,000.00	6 days	12/10/04	12/17/04				
37		Review technical spec with Inder	4 hrs	\$500.00	1 day	12/20/04	12/20/04				
38		Technical Spec Approved by Inder	0 hrs	\$0.00	0 days	12/20/04	12/20/04				

7-1-04 WDD-DB Spec and RFQ Project Plan Revision

ID	Item #	Task Name	Work	Cost	Duration	Start	Finish	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
								Jan	Feb	Mar	Apr
39	5	Develop Request for Qualification (RFQ)	24 hrs	\$3,000.00	6 days	12/21/04	12/30/04	▲			
40		Develop Draft RFQ	16 hrs	\$2,000.00	4 days	12/21/04	12/28/04	▲			
41		Review Draft RFQ with WDD management and Inder	2 hrs	\$250.00	0.5 days	12/29/04	12/29/04	▲			
42		Incorporate comments and develop final RFQ	4 hrs	\$500.00	1 day	12/29/04	12/30/04	▲			
43		Review Final RFQ with WDD management and Inder	2 hrs	\$250.00	0.5 days	12/30/04	12/30/04	▲			
44	6	Select Vendor	24 hrs	\$3,000.00	18 days	12/31/04	1/25/05	▲			
45		Develop list of vendors coordinating with Inder	8 hrs	\$1,000.00	1 day	12/31/04	12/31/04	▲			
46		Send out final RFQ to approved vendors	0 hrs	\$0.00	0 days	12/31/04	12/31/04	▲			
47		Allow time for vendors to respond	0 hrs	\$0.00	15 days	1/3/05	1/21/05				
48		Review RFQ responses	12 hrs	\$1,500.00	1.5 days	1/24/05	1/25/05				
49		Contact top 2 vendors with any remaining questions/issues	2 hrs	\$250.00	0.25 days	1/25/05	1/25/05				
50		Make recommendation on vendor selection	2 hrs	\$250.00	0.25 days	1/25/05	1/25/05				
51		Final vendor selected	0 hrs	\$0.00	0 days	1/25/05	1/25/05				