San Francisco Bay Conservation and Development Commission

375 Beale Street, Suite 510, San Francisco, California 94105 | Phone: 415-352-3600

State of California | Gavin Newsom – Governor | info@bcdc.ca.gov | www.bcdc.ca.gov

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TO: Commissioners and Alternates

FROM: Lawrence J. Goldzband, Executive Director (415-352-3653; larry.goldzband@bcdc.ca.gov)
Todd Hallenbeck, Geographic Information Systems Specialist (415-352-3667; todd.hallenbeck@bcdc.ca.gov)

SUBJECT: **Staff Report and Recommendation on a Contract for Amazon Web Service (AWS) Server Administration Services**
(For Commission consideration on November 5, 2026)

Summary

BCDC requires server administration and application-level patching and security-assurance services to support several online applications hosted on an AWS cloud environment. The staff proposes that the Commission authorize its Executive Director to enter into a $19,967.30 contract with the Aquatic Science Center/San Francisco Estuary Institute (ASC/SFEI) to provide the Commission Amazon Web Services (AWS) server administration services to maintain several BCDC web resources and tools over a period from November 5, 2026 (or when approved) through June 30, 2029.

Staff Report

Background

BCDC requires server administration and application-level patching and security-assurance services to support several online applications hosted on an AWS cloud environment. Broadly, these services are intended to provide security, backup, regular patching of open-source application resources, and general server maintenance and administration on the AWS cloud environment. These online resources include the Bay Adapt and Adapting to Rising Tides websites, the San Francisco Bay and East Contra Costa County Shoreline Flood Explorers, and the Regional Shoreline Adaptation Plan Atlas.

The services described in this contract will take place over a two-and-a-half year time period, beginning in Fall 2026. BCDC's Planning Division will oversee the consultant services along with support from the Information Technology unit. In the long term, BCDC IT staff anticipate being able to take on these routine tasks in the coming years. Therefore, the contract contains tasks related to training and "handoff" of responsibilities to BCDC IT staff. This contract will use BCDC's General Fund appropriations.

The Aquatic Science Center/San Francisco Estuary Institute (ASC/SFEI) is part of a Joint Powers Authority (JPA), along with the State Water Resources Control Board and the Bay Area Clean Water Agency. JPAs are formed through an agreement between two more public agencies. The State may

contract with a JPA for services without being a member of the JPA. Such contracts with JPAs are exempt from competitive bidding (State Contract Manual Vol. I, 3.13).

Furthermore, State agencies may conduct acquisitions and execute contracts using the Fair and Reasonable (F&R) acquisition method for transactions valued less than $20,000, in which case a Non-Competitive Bid justification is not required (State Contracting Manual, Vol. 2, 1510). When using the F&R acquisition method, it is required that the pricing be evaluated and determined "fair and reasonable" by following one of certain enumerated techniques.

In this case, the "price comparison" technique was used, in which a buyer must obtain and document quotes or offers within the prior 18-month period from other responsible suppliers, which provides evidence that a price obtained is deemed fair and reasonable. To confirm SFEI rates were reasonable, BCDC posted a Request For Quotations (RFQ) on August 24, 2026 with a submittal deadline of September 4, 2026. BCDC received and reviewed 18 quotes and determined that ASC/SFEI rates were below market rates for similar services.

Staff Recommendation

The staff recommends that the Commission authorize its Executive Director to enter into a $19,967.30 contract with the Aquatic Science Center/San Francisco Estuary Institute (ASC/SFEI) to provide the Commission Amazon Web Services (AWS) server administration services to maintain several BCDC web resources and tools over a period from November 5, 2026 (or when approved) through June 30, 2029.