

Top Ten Cybersecurity Tips from the U.S. Small Business Administration

The following tips will help secure your small business:

1. Protect against viruses, spyware, and other malicious codes

Make sure your business computers are equipped with antivirus software and antispyware and update regularly. Configure all software to install updates automatically.

2. Secure your networks

Safeguard your Internet connection by using a firewall and encrypting information. If you have a Wi-Fi network, make sure it is secure and hidden. Password protect access to the router.

3. Establish security practices and policies to protect sensitive information

Establish policies on how employees should handle and protect personally identifiable information and other sensitive data. Clearly outline the consequences of violating your business's cybersecurity policies.

4. Educate employees about cyber threats and hold them accountable

Educate your employees about online threats and how to protect your business's data, including safe use of social networking sites. Hold employees accountable to the business's Internet security policies and procedures.

5. Require employees to use strong passwords and to change them often

Consider implementing multifactor authentication that requires additional information beyond a password to gain entry. Check with your vendors that handle sensitive data, especially financial institutions, to see if they offer multifactor authentication for your account.



6. Employ best practices on payment cards

Work with your banks or card processors to ensure the most trusted and validated tools and anti-fraud services are being used. Isolate payment systems from other, less secure programs and do not use the same computer to process payments and surf the Internet.

Are you ready for the shift from magnetic-strip payment cards to safer, more secure chip card technology, also known as "EMV?" October 1st is the deadline set by major U.S. credit card issuers to be in compliance. Visit SBA.gov/EMV for more information and resources.

7. Make backup copies of important business data and information

Regularly backup the data on all computers. Backup data automatically if possible, or at least weekly, and store the copies either offsite or on the cloud.

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8. Control physical access to computers and network components

Prevent access or use of business computers by unauthorized individuals. Make sure a separate user account is created for each employee and require strong passwords. Administrative privileges should only be given to trusted IT staff and key personnel.

9. Create a mobile device action plan

Mobile devices can create significant security and management challenges, especially if they hold confidential information or can access the corporate network. Require users to password protect their devices, encrypt their data, and install security apps to prevent criminals from stealing information while the phone is on public networks. Be sure to set reporting procedures for lost or stolen equipment.

10. Protect all pages on your public-facing websites, not just the checkout and sign-up pages

For more information go to: www.sba.gov/managing-business/cybersecurity

For an advisory to protect your small business from ransomware go to: www.sba.gov/managing-business/cybersecurity/protect-against-ransomware

Construction

Latest Information: www.ebmud.com/business-center/construction-bids

Wastewater-specific projects are identified by a Specification Number bearing an "SD" designation. These specifications are available from the Wastewater Division Department at 510-287-1754. Bid documents without the "SD" designation are available from the Specifications Section at 510-287-1040. Bid documents are generally available at least 30 days before the estimated bid due date.

Arcadian, Larkey, and Rheem Reservoirs Rehabilitation and Birch Reservoir Replacement - Spec 2129

\$5,200,000 • Estimated Bid Date: 4/25/18 • 510-287-1040

Rehabilitate three steel reservoirs, replace three wood roofs with aluminum dome roofs, recoat the reservoirs' steel shells, and construct mechanical and electrical appurtenances. Demolish one steel reservoir and construct two new 0.3 million gallon steel reservoirs with aluminum dome roofs.

Encinal Pumping Plant Rehabilitation and University Pumping Plant Replacement - Spec 2116

\$3,000,000 • Estimated Bid Date: 4/25/18 • 510-287-1040

Full mechanical and electrical rehabilitation and minor civil site work to the Encinal Pumping Plant (PP) located in Orinda. Replace the University PP located in Berkeley.

Fire Trail & Jensen No. 1 Pumping Plants Rehabilitation - Spec 2126

\$1,800,000 • Estimated Bid Date: 5/16/18 • 510-287-1040

Rehabilitate mechanical and electrical equipment at Fire Trail Pumping Plant in Castro Valley. Replace Jensen No. 1 pumping plant.

Administration Building and Adeline Maintenance Center HVAC Systems Upgrade - Spec 2130

\$9,700,000 • Estimated Bid Date: 6/13/18 • 510-287-1040

Upgrade HVAC systems and equipment in the Administration Building and Adeline Maintenance Center. Upgrade each data center and install improvements to reduce loads on electrical and heating systems.

San Pablo Clearwell and Rate Control Station - Spec 2125

\$13,000,000 • Estimated Bid Date: 6/20/18 • 510-287-1040

Demolish the 5.4 million gallon open-cut San Pablo Clearwell and construct two partially buried, 2.7 million gallon concrete tanks. Replace the San Pablo Rate Control Station, and perform routine pipeline, drainage, electrical service and landscaping improvements.

Third Street Interceptor Rehabilitation, Phase 2 - SD-392

\$10,000,000 • Estimated Bid Date: 7/11/18 • 510-287-1754

Rehabilitate 4,700 linear feet of sliplining to the existing 105 inch concrete sewer pipe in Oakland.

Construction *CONTINUED*

Mokelumne Aqueducts Cathodic Protection Improvements (FY 2019) - Spec. 2131

\$416,000 • Estimated Bid Date: 7/18/18 • 510-287-1040

Design and construct improvements to the Mokelumne Aqueducts' existing cathodic protection systems at the Fairview Avenue, Longview Road, G Street, Franklin Avenue, Arnold Industrial Way, and Monument Boulevard.

North Interceptor Relief Sewer - Virginia Street Structure - SD-401

\$1,900,000 • Estimated Bid Date: 7/25/18 • 510-287-1754

Construct new concrete sewer vaults and install intertie underneath existing structure in Berkeley.

Wildcat Pipeline Improvement - Berkeley - Spec. 2111

\$12,000,000 • Estimated Bid Date: 8/29/18 • 510-287-1040

Install 8,200 feet of 48-inch steel pipe in the city streets of Berkeley.

Main Wastewater Treatment Plant Hypochlorite Piping Replacement Phase 2 - SD-390

\$3,500,000 • Estimated Bid Date: 9/26/18 • 510-287-1754

Replace portions of the hypochlorite piping and feed system at the Main Wastewater Treatment Plant.

Materials and Supplies

Latest information: www.ebmud.com/business-center/materials-and-supplies-bids/

Engineering Document Print System - RFQ 1811

\$70,000+ • Estimated Bid Date: 4/25/18 • 510-287-0316

Furnish and deliver an Engineering Document Print System in the form of one KIP 7570 Print System, including two years of full service maintenance, Freight On Board destination (District).

Rental & Laundry Service of Garments - RFQ 1813

\$420,000 • Estimated Bid Date: Summer 2018 • 510-287-0644

Furnish rental and laundry service of garments for the District's Wastewater and Water Operations personnel at various District locations.

Rental & Laundry Service of Flame Resistant Garments - RFQ 1812

\$120,000 • Estimated Bid Date: Summer 2018 • 510-287-0316

Furnish rental and laundry service of flame resistant garments for the District's Maintenance, Wastewater, and Water Operations personnel at various District locations.

Professional and General Services

Latest information: www.ebmud.com/business-center/requests-proposal-rfps/

Requests for Proposals (RFPs) for the projects listed are generally available at least 30 days before the estimated proposal due date.

Prescription Safety Glasses

\$100,000 • Proposed Due Date: April/May 2018 • 510 287-0458

Provide District employees with prescription safety eyeglasses.

Laboratory Information Management System (LIMS) Replacement

\$TBD • Proposed Due Date: TBD • 510-287-0455

Replace outdated LIMS software with a new, modern software package to support the District's Laboratory services.

Main Wastewater Treatment Plant (MWWTP) Administration Building Improvements Phase 1

\$550,000 • Proposed Due Date: May 2018 • 510-287-2059

Provide specialized architectural, fire protection and HVAC mechanical planning and design services for upgrades to the MWWTP, Administration Building, Laboratory, Operations Center, and Dewatering Building.

Calendar

April 2018

- 19 Amador County Chamber of Commerce:** 2018 Business Expo and Job Fair, Jackson, CA www.amadorchamber.com or 209-223-0350
- 23 Small Business Development Center Alameda County:** Starting and Growing Successful Consulting Businesses, Hayward, CA www.acsbdc.org or 510-208-0410
- 25 Small Business Development Center Alameda County:** Social Media and Marketing for your Small Business, Castro Valley, CA www.acsbdc.org or 510-208-0410
- 26 Oakland Chamber of Commerce:** After 5 Reception, Chamber Mixer, Oakland, CA www.oaklandchamber.com or 510-874-4800
- 29-30 City of Oakland:** Celebrates National Small Business Week, Oakland, CA www.oaklandnet.com or 510-238-7952 (continues in May)

May 2018

- 1-5 City of Oakland:** Celebrates National Small Business Week, Oakland, CA www.oaklandnet.com or 510-238-7952
- 14-19 City of San Francisco:** 14th Annual San Francisco Small Business Week San Francisco, CA www.sfsmallbusinessweek.com or 415-554-6134
- 18 National Association of Women Business Owners:** NAWBO-LA 32nd Annual Leadership and Legacy Awards Luncheon, Los Angeles, CA www.nawbo.org or 213-622-3200
- 18 Western Regional Minority Supplier Development Council:** Excellence in Supplier Diversity Awards Gala, San Ramon, CA www.wrmsdc.org or 510-686-2555
- 30 San Francisco Public Utilities Commission:** 12th Annual Construction Contractors' Breakfast, San Francisco, CA www.sfwater.org or 415-554-3289

June 2018

- 6 Oakland Chamber of Commerce:** Business Referral Network, Oakland, CA www.oaklandchamber.com or 510-208-0410
- 21 Small Business Administration:** Free SBA Government Contracting Workshop, Fresno, CA www.sba.gov or 559-487-5636

July 2018

- 22-24 American Indian Chamber of Commerce:** Indian Country's Premier Procurement Expo 2018, Rancho Mirage, CA www.aicccal.org or 213-448-2330

May 2, 2018

8:30 am - 5:00 pm

City of Oakland and East Bay Municipal Utility District present

Contract & Procurement Opportunities Workshop & Fair

EBMUD 375 11th Street, Oakland, CA 94607

Contact Information: 510-287-0114, cntrteq@ebmud.com

In partnership with City of Oakland's Small Business Week

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