



## Request For Proposal Notice to Prospective Proposers

August 16, 2019

You are invited to review and respond to this Request for Proposals (RFP), entitled:

### **CTA 19 002 PDF Remediation**

In submitting your proposal, you must comply with these instructions.

#### **BOARD MEMBERS**

**NATURAL RESOURCES AGENCY**  
*Wade Crowfoot, Secretary*  
*Elizabeth Williamson, Designee*

**DEPARTMENT OF FINANCE**  
*Keely Bosler, Director*  
*Gayle Miller, Designee*

**SENATE PUBLIC MEMBER**  
*Lynn Suter, Vice Chair*

**ASSEMBLY PUBLIC MEMBER**  
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**CITY OF SOUTH LAKE TAHOE**  
*Brooke Laine, Chair*

**EL DORADO COUNTY**  
*Sue Novasel*

**PLACER COUNTY**  
*Cindy Gustafson*

**U.S. FOREST SERVICE (ex-officio)**  
*Jeff Marsolais*

**PATRICK WRIGHT**  
*Executive Director*

Note that all contracts entered into with the California Tahoe Conservancy (Conservancy) will include by reference General Terms and Conditions and Contractor Certification Clauses that may be viewed and downloaded at the [Department of General Service's website](https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language) at <https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language>. If you do not have Internet access, a hard copy can be provided by contacting the person listed below.

In the opinion of the Conservancy, this Request for Proposals is complete and without need of explanation. However, if you have questions, or should you need any clarifying information, please submit your questions to the email shown below, including this contract number CTA 19 002.

All questions will be compiled and a full response to all bidders will be provided on [the Conservancy's website](http://tahoe.ca.gov/rfp-pdf-remediation/) at <http://tahoe.ca.gov/rfp-pdf-remediation/>.

Procurement/Contracts  
California Tahoe Conservancy  
530-543-6025  
[procurement@tahoe.ca.gov](mailto:procurement@tahoe.ca.gov)

Please note that no *verbal* information given will be binding upon the Conservancy unless such information is issued in writing as an official addendum.

Sue Ewbank  
Contract/Procurement Analyst

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## A. Purpose and Description of Services

The California Tahoe Conservancy (Conservancy) is seeking **PDF Remediation services**. Please refer to Exhibit A-1 Scope of Work Detail.

### 1. Timeframe

Contract term is anticipated to be up to one year. The term of this contract may be amended for up to, but no longer than one additional year at the sole discretion of the Conservancy.

### 2. Budget

The budget for this contract is not yet set. See Exhibit A-1 Scope of Work Detail for more information. An amendment to increase the total contract amount shall be at the sole discretion of the Conservancy, subject to approval by the Department of General Services, Office of Legal Services (DGS), if required.

Per State of California (State) Contracting Manual Volume 1, 5.81, this contract may be amended, at the Conservancy's discretion, to provide for either additional time up to one year to complete performance OR an additional 30 percent of the original contract value. The contract may not be amended to allow for both additional time and value, and can only be amended once.

## B. Minimum Qualifications for Proposers

Proposers must demonstrate experience successfully remediating Portable Document Format (PDF) files to be fully accessible in accordance with the accessibility standards described in Exhibit A-1, Scope of Work Detail. The Contractor would remediate all PDF documents on [the Conservancy's website](https://tahoe.ca.gov/) (<https://tahoe.ca.gov/>).

## C. Proposal Requirements and Information

The following elements are required in all proposals. Any proposal not meeting the minimum requirements will not be considered.

Find essential contextual information in **Exhibit A-1, Scope of Work Detail**.

- The proposer will demonstrate experience in remediating PDF documents to be fully accessible, meeting the web accessibility standards outlined in Exhibit A-1.
- The proposer will demonstrate the ability to document conformance with accessibility standards outlined in Exhibit A-1.
- The proposer must identify the means by which remediation will be conducted and whether the proposal includes extraction and replacement of PDF documents from the Conservancy website.
- The proposer will provide a cost proposal that details the cost per page remediated or cost per PDF document remediated. Depending on cost and the availability of funding, it is possible this work will be done in phases.

Proposers shall submit all questions to [procurement@tahoe.ca.gov](mailto:procurement@tahoe.ca.gov) no later than 3 pm on

September 6, 2019. Responses to the questions shall be posted to [the Conservancy's website](http://tahoe.ca.gov/rfp-pdf-remediation/) (http://tahoe.ca.gov/rfp-pdf-remediation/) no later than 3 pm on September 19, 2019.

**1. Key Action Dates**

<b>Event</b>	<b>Date</b>
RFP available to prospective bidders	August 16, 2019
Question submittal deadline	September 6, 2019
Responses to questions posted	September 19, 2019
<b>Final Date for Proposal Submission</b>	September 27, 2019

A final decision on when and how to award the contract will depend in part on the cost of remediation and availability of funds. The contract start date will be the date the contract is signed by all parties and approved by DGS, if required. Contracts of \$50,000 or more will require DGS approval.

**2. Submission of Proposal**

- a.) All proposals and all required documents must be submitted by email, clearly labeled in the subject line to the department contact noted below no later than the date and time shown in the Key Action Dates above. Proposals received after this date (email time stamp validation) will not be considered.

California Tahoe Conservancy  
 CTA 19 002 Name of Bidder  
[procurement@tahoe.ca.gov](mailto:procurement@tahoe.ca.gov)

- b.) All bids shall include the documents identified in **Section F, Required Attachment Checklist**. Bids not including the proper “required attachments” shall be deemed non-responsive. A non-responsive proposal is one that does not meet the basic proposal requirements.
- c.) All documents requiring a signature must bear an original signature of a person authorized to bind the bidding firm.
- d.) Bids must be submitted for the performance of all the work described in **Exhibit A-1, Scope of Work Detail**. Any deviation from the work specifications will not be considered and will cause a proposal to be rejected.
- e.) A proposal may be rejected if it is conditional or incomplete, or if it contains any alterations of form or other irregularities of any kind. The Conservancy may reject any or all bids and may waive an immaterial deviation in a bid. The State’s waiver of an immaterial deviation shall in no way modify the RFP document or excuse the proposer from full compliance with all requirements if awarded the contract.
- f.) Costs incurred for developing bids and in anticipation of award of the contract are entirely the responsibility of the proposer and shall not be charged to the State of California.

- g) An individual who is authorized to bind the proposer contractually shall sign the Proposal/Proposer Certification Sheet. The signature should indicate the title or position that the individual holds in the firm. An unsigned proposal may be rejected.
- h) A proposer may modify a proposal after its submission by withdrawing its original proposal and resubmitting a new proposal prior to the proposal submission deadline. Proposer modifications offered in any other manner, oral or written, will not be considered.
- i) A proposer may withdraw its proposal by submitting a written withdrawal request to the Conservancy, signed by the proposer or an authorized agent. A proposer may thereafter submit a new proposal prior to the proposal submission deadline. Bids may not be withdrawn without cause subsequent to proposal submission deadline.
- j) The Conservancy may modify the RFP prior to the date fixed for submission of bids by the issuance of an addendum to all parties who received a proposal package.
- k) The Conservancy reserves the right to reject all proposals. The Conservancy is not required to award a contract.
- l) Before submitting a response to this solicitation, proposers should review, correct all errors and confirm compliance with the RFP requirements.
- m) Where applicable, proposer should carefully examine work sites and specifications. Proposer shall investigate conditions, character, and quality of surface or subsurface materials or obstacles that might be encountered. No additions or increases to the contract amount will be made due to a lack of careful examination of work sites and specifications.
- n) The Conservancy does not accept alternate contract language from a prospective contractor. A proposal with such language will be considered a counter proposal and will be rejected. The State's General Terms and Conditions (GTC) are not negotiable.
- o) No oral understanding or agreement shall be binding on either party.

### **3. Evaluation and Selection**

- a) At the time of proposal opening, each proposal will be checked for the presence or absence of required information in conformance with the submission requirements of this RFP.
- b) Proposals that contain false or misleading statements, or which provide references, which do not support an attribute or condition claimed by the proposer, may be rejected.
- c) Award, if made, will be to the highest scored responsible proposal.

### **4. Evaluation Criteria**

Proposals will be evaluated based on the adequacy of the response to all the requirements of this RFP and must include all information specifically required in all sections of the RFP. Proposal format and minimum qualifications will be evaluated on a points basis. Proposals

that meet the proposal format and minimum qualifications requirements will be judged on the following criteria (best value award): Award of a contract resulting from this RFP will be based on a best value. RFPs will be evaluated using the following criteria and ratings:

a) Thoroughness, quality, and turnaround time of the proposal (0-50 points)

b) Cost of proposed budget (0-50 points)

Lowest cost proposal is awarded the maximum cost points. Other proposals are awarded cost points based on the following calculation:

cost points for other proposer = lowest proposer's cost / other proposer's cost (factor) x maximum cost points available.

Example: lowest cost proposal = \$75,000, other proposal = \$100,000, 50 cost points available:

$(\$75,000/\$100,000)=(\frac{3}{4}) \times 50 = 37.5$  cost points awarded to the other proposal

### 5. Evaluation Standards

Proposals will be evaluated using the consensus process. A committee will evaluate each proposal and collectively agree on a score for each proposal using the **Evaluation Criteria Score Sheet**.

The committee may conduct phone interviews with the top scored proposals. Prior to the interview, the State may contact each proposer to obtain additional information. The interview will provide the proposer the opportunity to elaborate on the written material previously submitted and give the State the opportunity to meet their key personnel and ask questions regarding any aspect of the proposal, background and other relevant topics.

### EVALUATION CRITERIA SCORE SHEET

Name of Proposer \_\_\_\_\_ Evaluator \_\_\_\_\_

Proposal Evaluation	Maximum Possible Score	Score
1. How well does the proposer's cover letter demonstrate understanding of the request and necessary expertise?	22.25	
2. How well do the proposer's references further substantiate their statement of qualifications?	22.5	
3. Cost points up to 50. See calculation above in Section 4C	50 pts	
<b>TOTAL SCORE</b>	<b>100 PTS</b>	

<p><b>SMALL BUSINESS PREFERENCE POINTS*</b></p> <p>* If the highest scored proposal is from a non-certified small business or microbusiness, then 5 percent of the highest responsible bidder's total score is given to each certified small business bidder.</p>	<p><b>5 percent of the highest responsible bidder's total score</b></p>	
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**6. Award and Protest**

- a) Notice of the proposed award shall be posted in a public place in the office of the California Tahoe Conservancy for five (5) working days prior to awarding the agreement.
- b) If any proposer, prior to the award of agreement, files a protest with the California Tahoe Conservancy and the Department of General Services, Office of Legal Services, 707 Third Street, 7th Floor, Suite 7-330, West Sacramento, CA 95605, on the grounds that the (protesting) proposer would have been awarded the contract had the agency correctly applied the evaluation standard in the RFP, or if the agency followed the evaluation and scoring methods in the RFP, the agreement shall not be awarded until either the protest has been withdrawn or the Department of General Services has decided the matter. It is suggested that you submit any protest by certified or registered mail.
- c) Within five (5) calendar days after filing the initial protest, the protesting proposer shall file with the Department of General Services, Office of Legal Services and the California Tahoe Conservancy a detailed statement specifying the grounds for the protest.
- d) Upon resolution of the protest and award of the agreement, Contractor must complete and submit to the awarding agency the Payee Data Record (STD 204), to determine if the Contractor is subject to state income tax withholding pursuant to California Revenue and Taxation Code Sections 18662 and 26131. This form can be found on [the DGS website](https://www.dgsapps.dgs.ca.gov/osp/StatewideFormsWeb/Forms.aspx) at <https://www.dgsapps.dgs.ca.gov/osp/StatewideFormsWeb/Forms.aspx> under the heading STD Forms. No payment shall be made unless a completed STD 204 has been returned to the awarding agency.
- e) Upon resolution of the protest and award of the agreement, Contractor must sign and submit to the awarding agency, page one (1) of the Contractor Certification Clauses, which can be found on [the DGS website](https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language) at <https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language>.

**7. Disposition of Proposals**

- a) Upon proposal opening, all documents submitted in response to this RFP will become the property of the State of California, and will be regarded as public records under the California Public Records Act (Government Code Section 6250 et seq.) and subject to review by the public.

- b) Proposal packages may be returned only at the bidder's expense, unless such expense is waived by the awarding agency.

## **8. Agreement Execution and Performance**

- a) Performance shall start not later than the express date set by the awarding agency and the Contractor, after all approvals have been obtained and the contract is fully executed. Should the Contractor fail to commence work at the agreed upon time, the awarding agency, upon five (5) days written notice to the Contractor, reserves the right to terminate the contract. In addition, the Contractor shall be liable to the State for the difference between the Contractor's bid price and the actual cost of performing work by the second lowest bidder or by another contractor.
- b) All performance under the contract shall be completed on or before the termination date of the contract.

## **D) Preference Programs**

### **1. Small Business Preference**

Current law encourages state departments to first consider a Small Business Enterprise (Small)/ Microbusiness Enterprise (Micro) for contracting opportunities. The Conservancy is committed to supporting Small/Micro business participation in state contracting and seeks to use certified Small/Micro businesses whenever possible.

A Small/Micro business enterprise is defined as a business certified by the Department of General Services (DGS), Office of Small Business and Disabled Veteran Business Enterprise Certification Services (OSDS) in which:

- a) The principal office is located in California
- b) The officers are domiciled in California
- c) The business is independently owned and operated
- d) The business, with any affiliates, is not dominant in its field of operation; and
- e) For Small Business, either:
  - (i) The business, together with any affiliates, has 100 or fewer employees and averaged annual gross receipts of \$15,000,000 or less over the previous three years, or
  - (ii) The business is a manufacturer with 100 or fewer employees

A small business will automatically be designated as a microbusiness if annual gross receipts are less than \$3,500,000; or the small business is a manufacturer with 25 or fewer employees.

Section 14835, et seq., of the California Government Code requires that a five percent (5 percent) preference be given to bidders who qualify as a Small/Micro business enterprise. The rules and regulations of this law are contained in Title 2, California Code of Regulations, section 1896, et seq. A copy of the regulation is available upon request.

To claim the Small/Micro business preference, your firm must have a completed application (including proof of annual receipts) on file with the DGS, OSDS, by 5:00 p.m. on the date bids are due, and receipt verified by such office. Therefore, if you are a Small/Micro business, but



are not certified, it is to your advantage to become certified. For certification and preference approval process information, contact the Conservancy Small Business Coordinator at 530-543-6025.

## **2. Disabled Veterans Business Enterprise Program (DVBE) Participation**

**A 3 percent DVBE participation is required.**

An explanation of the Disabled Veteran Enterprise Program (DVBE) requirements can be found at [the DGS website](https://www.dgs.ca.gov/PD/About/Page-Content/PD-Branch-Intro-Accordion-List/Office-of-Small-Business-and-Disabled-Veteran-Business-Enterprise/Certification-Program) at <https://www.dgs.ca.gov/PD/About/Page-Content/PD-Branch-Intro-Accordion-List/Office-of-Small-Business-and-Disabled-Veteran-Business-Enterprise/Certification-Program>. Select “Certification and Recognition Programs.”

## **E) Exhibit A-1 Scope of Work Detail**

The Contractor agrees to remediate all Portable Document Format (PDF) files that are posted to [the Conservancy website](https://tahoe.ca.gov) (<https://tahoe.ca.gov>) and require remediation in accordance with California's Assembly Bill 434 (AB 434), such that the PDF documents comply with Level AA success criteria found in Web Content Accessibility Guidelines 2.0, or a subsequent version, published by the Web Accessibility Initiative of the World Wide Web Consortium. (See Gov. Code, §§ 11546.7, 7405 and 11135) For more details, visit the [California Department of Rehabilitation website](https://www.dor.ca.gov/Home/AB434) at <https://www.dor.ca.gov/Home/AB434>.

The Contractor will provide the Conservancy a Voluntary Product Accessibility Template that documents the PDF files' conformance with the above requirements, with details on how testing was conducted.

AB 434 requires State agency websites, including PDF files posted to those websites, meet the above accessibility standards.

The Conservancy website hosts approximately 180 PDF files, nearly all of which are in need of remediation.

A final decision on when and how to award the contract will depend in part on cost of remediation and availability of funds.

**F. REQUIRED ATTACHMENTS**

Refer to the following pages for additional Required Attachments that are a part of this Request for Proposal.

**ATTACHMENT 1**

**PROPOSER NAME** \_\_\_\_\_

**REQUIRED ATTACHMENT CHECK LIST**

A complete proposal or proposal package will consist of the items identified below.

Complete this checklist to confirm the items in your bid. Place a check mark or “X” next to each item that you are submitting to the State. **FOR YOUR BID TO BE RESPONSIVE, ALL REQUIRED ATTACHMENTS MUST BE RETURNED.** This checklist must be returned with your proposal package.

<b><u>Attachment</u></b>	<b><u>Attachment Name/Description</u></b>
_____ Attachment 1	Required Attachment Check List
_____ Attachment 2	Proposal/Proposer Certification Sheet
_____ Attachment 3	Sample Cost Proposal Worksheet
_____ Attachment 4	Proposer References
_____ Attachment 5	DVBE Program Requirements and DVBE Incentive Waiver
_____ Attachment 6	List of Proposed Subcontractors
_____ Attachment 6a	DVBE Subcontractor Incentive Request
_____ Attachment 6b	DVBE Subcontractor/Supplier Acknowledgement
_____ Attachment 7	Darfur Contracting Act Certification
_____ Attachment 8	STD 204 Payee Data Record

**ATTACHMENT 2**

**PROPOSAL/PROPOSER CERTIFICATION SHEET**

This Proposal/Proposer Certification Sheet must be signed and returned along with all the “required attachments” as an entire package by email.

**Do not return the Request for Proposals or the Standard Agreement (STD 213) at the end of this RFP.**

**Our all-inclusive bid is shown on the Cost Proposal Worksheet Attached (Attachment 3).**

All required attachments are included with this certification sheet.

- A. I have read and understand the DVBE participation requirements and have included documentation demonstrating that I have met the participation goals or have made a good faith effort.
- B. The signature affixed hereon and dated certifies compliance with all the requirements of this bid document. The signature below authorizes the verification of this certification.
- C. The undersigned Contractor hereby proposes to carry out the work at the bid price and in accordance with the terms and conditions set forth in this Request for Proposals, and the attached Standard 213, including all plans specifications.

**An Unsigned Proposal/Proposer Certification Sheet May Be Cause for Rejection**

1. Company Name	2. Telephone Number	2a. Fax Number
3. Address		
Indicate your organization type:		
4. <input type="checkbox"/> Sole Proprietorship	5. <input type="checkbox"/> Partnership	6. <input type="checkbox"/> Corporation
Indicate the applicable employee and/or corporation number:		
7. Federal Employee ID No. (FEIN)	8. California Corporation No.	
9. Indicate applicable license and/or certification information:		
10. Bidder's Name (Print)	11. Title	
12. <b>Signature</b>	13. Date	
14. Are you certified with the Department of General Services, Office of Small Business Certification and Resources (OSBCR) as:		
b. California Small Business Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, enter certification number: _____	b. Disabled Veteran Business Enterprise Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, enter your service code below: _____	
<b>NOTE:</b> A copy of your Certification is required to be included if either of the above items is checked “Yes”. Date application was submitted to OSBCR, if an application is pending:		

## Completion Instructions for Proposal/Proposer Certification Sheet

Complete the numbered items on the Proposal/Proposer Certification Sheet by following the instructions below.

**Item Numbers 1, 2, 2a, 3:** Must be completed. These items are self-explanatory.

**Item Number 4:** Check if your firm is a sole proprietorship. A sole proprietorship is a form of business in which one person owns all the assets of the business in contrast to a partnership and corporation. The sole proprietor is solely liable for all the debts of the business.

**Item Number 5:** Check if your firm is a partnership. A partnership is a voluntary agreement between two or more competent persons to place their money, effects, labor, and skill, or some or all of them in lawful commerce or business, with the understanding that there shall be a proportional sharing of the profits and losses between them. An association of two or more persons to carry on, as co-owners, a business for profit.

**Item Number 6:** Check if your firm is a corporation. A corporation is an artificial person or legal entity created by or under the authority of the laws of a state or nation, composed, in some rare instances, of a single person and his successors, being the incumbents of a particular office, but ordinarily consisting of an association of numerous individuals.

**Item Number 7:** Enter your federal employee tax identification number.

**Item Number 8:** Enter your corporation number assigned by the California Secretary of State's Office. This information is used for checking if a corporation is in good standing and qualified to conduct business in California.

**Item Number 9:** Complete, if applicable, by indicating the type of license and/or certification that your firm possesses and that is required for the type of services being procured.

**Item Numbers 10, 11, 12, 13:** Must be completed. These items are self-explanatory.

**Item Number 14:** If certified as a California Small Business, place a check in the "Yes" box, and enter your certification number on the line. If certified as a Disabled Veterans Business Enterprise, place a check in the "Yes" box and enter your service code on the line. If you are not certified to one or both, place a check in the "No" box. If your certification is pending, enter the date your application was submitted to OSBCR.

**ATTACHMENT 3**

**SAMPLE COST PROPOSAL WORKSHEET**

**DIRECT LABOR**

<b>List Position Titles and Names</b>	<b>HOURS</b>	<b>RATE</b>	<b>TOTAL</b>
Program Manager	@	\$	\$
Account Personnel	@	\$	\$
Media Buyer	@	\$	\$
Other	@	\$	\$
<b>TOTAL SUBCONTRACT EXPENSES</b>	_____	_____	_____

**(Itemize Type of Subcontracting Work and Total Cost. Attach Separate Cost Proposal for Each Subcontractor.)**

<b>OTHER DIRECT COSTS (Except Labor)</b>	<b>Percent of Direct Costs</b>	<b>Total</b>
Travel*	%	\$
Supplies	%	\$
Other Direct Costs (Except Labor)	%	\$
Itemize any expenses over \$500 on a separate attachment		
<b>SUBTOTAL (OTHER DIRECT COSTS)</b>		\$
<b>PROFIT</b>	% of Total Contract	\$
<b>PROJECT TOTAL</b>		\$

**TASK/ACTIVITY**

<b>(As Outlined in Exhibit A-1)</b>	<b>LABOR</b>	<b>AMOUNT</b>
Task 1	_____	\$
Task 2	_____	\$
Task 3	_____	\$
<b>Project Total</b>		\$

\* Please include detailed breakdowns of the sub-tasks and associated costs under each category.

**ATTACHMENT 4**

**PROPOSER REFERENCES**

List below three references for services performed within the last five years, which are similar to the scope of work to be performed in this contract.

**REFERENCE 1**

Name of Firm:

Street Address: City: State: Zip:

Contact Person: Telephone Number:

Dates of Service: Value or Cost of Service:

Brief Description of Service Provided:

**REFERENCE 2**

Name of Firm:

Street Address: City: State: Zip:

Contact Person: Telephone Number:

Dates of Service: Value or Cost of Service:

Brief Description of Service Provided:

**REFERENCE 3**

Name of Firm:

Street Address: City: State: Zip:

Contact Person: Telephone Number:

Dates of Service: Value or Cost of Service:

Brief Description of Service Provided:

**ATTACHMENT 5**

**DVBE PROGRAM REQUIREMENTS AND DVBE INCENTIVE WAIVER**

**CTA 19 002  
PDF Remediation**

Download attachment 5, the DVBE Program Requirements and DVBE Incentive Waiver, from [the DGS website](https://www.documents.dgs.ca.gov/dgs/fmc/gspd/gspd07-04.pdf) at at <https://www.documents.dgs.ca.gov/dgs/fmc/gspd/gspd07-04.pdf>.



**ATTACHMENT 6**

**LIST OF PROPOSED SUBCONTRACTORS**

**CTA 19 002  
PDF Remediation**

Listed hereinafter is the name and address of each subcontractor who will be employed, and the kind of work which each will perform if the contract is awarded. I understand that under Government Code Section 4100 through 4108, I must clearly set forth the name and address of each subcontractor who will perform work or labor or render service to me, in an amount in excess of one-half of one percent (1/2 of 1 percent) of my total bid, and that as to any work in which I fail to do so, I agree to perform that portion myself or be subject to penalty under the act.

(Note: In case more than one subcontractor is named for the same kind of work, state the portion that each will perform. Vendors or suppliers of materials only need not be listed.)

If further space is required for the list of proposed subcontractors, additional sheets showing the required information, as indicated below, shall be attached hereto and made a part of the Bid Form.

If no subcontractors are to be used, write "**NONE**".

**KIND OF WORK**

**SUBCONTRACTOR NAME AND ADDRESS**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

## DVBE Subcontractor Incentive Instructions

<p><b>Incentive information</b></p>	<p>Bidders will be granted from 1% up to 5% DVBE subcontractor incentive on a bid evaluation by an awarding department when a responsive bidder has submitted the lowest priced responsive bid and when a bidder:</p> <ol style="list-style-type: none"> <li>1. Has included in its bid a notification that it commits to subcontract the amount an amount indicated in the bid documents which can range from 1 percent up to 5 percent of its total bid price with one or more DVBEs; and</li> <li>2. Has submitted a timely, responsive bid; and</li> <li>3. Is determined to be a responsible bidder; and</li> <li>4. Lists the DVBE(s) it commits to subcontract with for a commercially useful function in the performance of the resulting contract.</li> </ol>
<p><b>Commercially useful function</b></p>	<p>A subcontractor is deemed to perform a commercially useful function if the subcontractor does the following:</p> <ol style="list-style-type: none"> <li>1. Is responsible for the execution of a distinct element of the contracted work; carrying out its obligation by actually performing, managing or supervising the work involved; and performing work that is normal for its business services and functions; and</li> <li>2. Is not further subcontracting a greater portion of the work than would be expected by normal industry practices.</li> <li>3. Is responsible, with respect to materials and supplies provided on the subcontract, for negotiating price, determining quality and quantity, ordering the material, installing (when applicable), and paying for the material itself.</li> </ol> <p>A subcontractor will not be considered as performing a commercially useful function if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to achieve the appearance of participation.</p>
<p><b>How to calculate the incentive</b></p>	<p>Unless otherwise instructed in the solicitation document, first determine the total dollar value or amount that will be bid for the entire contract term, then multiply this figure by the percentage indicated in the bid documents for the specific DVBE use commitment to determine how much of the bid price must be committed to DVBE subcontracts that will perform commercially useful functions including but not limited to things such as labor, supplies, materials, equipment, or support services.</p>
<p><b>Use of proposed subcontractors / substitution</b></p>	<p>If awarded the contract, the selected contractor must faithfully use each DVBE subcontractor proposed for use and identified in its preference request. No substitutions or alterations are allowed after a bid is submitted. Substitutions are only allowed after contract execution if the Contractor submits a Request for Substitution to the CDHS Program Contract Manager and that request is subsequently granted by CDHS.</p> <p>DVBE subcontract substitution instructions will appear in the resulting agreement in a clause entitled "Use of DVBE Subcontractors".</p>
<p><b>Incentive request instructions</b></p>	<p>If the incentive is claimed, indicate so on the Required Attachment/Certification Checklist (Attachment 2) and complete Attachment 11a identifying each DVBE subcontractor that will be used. For each subcontractor identified on Attachment 11a, obtain a completed and signed Small Business/DVBE Subcontractor/Supplier Acknowledgment (Attachment 11b). Affix each Attachment 11b to Attachment 11a for submission with the bid response. If a signed Attachment 11b cannot be collected from each subcontractor in time for bid submission, indicate why. Submission of a signed Attachment 11b for each subcontractor listed on Attachment 11a is a prerequisite for contract award confirmation.</p> <p>Identify only currently certified DVBE subcontractors, as active certification is required and certification possession will be verified. The detailed budget worksheets, if required to be submitted in a bid, must list each subcontract service provider and its respective dollar value as identified on Attachment 11a. All proposed subcontracted services must appear in the Scope of Work.</p>

**DVBE Subcontractor Incentive Request**

List each certified DVBE that will be subcontracted with. To be granted a bidding incentive, total DVBE subcontractor use must equal at least 1 percent up to a total of 5 percent, unless other specifications are included elsewhere in the agreement, of the total price or cost offered. Each named subcontractor must be actively certified as a DVBE by the bid submission due date and must acknowledge their participation as claimed herein via a DVBE Subcontractor/Supplier Acknowledgement (Attachment 10b). **Attach to this form an acknowledgement (Attachment 10b) signed by an authorized representative of each named subcontractor acknowledging their proposed use as described herein.**

**Name of certified DVBE Subcontractor**

Name of Subcontractor

Street address		City	State	Zip Code
Contact Person		Telephone number ( )		
DVBE Certification No.	Certification exp. date	Participation dollar value \$	Committed % of total bid %	

Brief description of the commercially useful function(s) to be performed and/or provided:

**Name of certified DVBE Subcontractor**

Name of Subcontractor

Street address		City	State	Zip Code
Contact Person		Telephone number ( )		
DVBE Certification No.	Certification exp. date	Participation dollar value \$	Committed % of total bid %	

Brief description of the commercially useful function(s) to be performed and/or provided:

**Name of certified DVBE Subcontractor**

Name of Subcontractor

Street address		City	State	Zip Code
Contact Person		Telephone number ( )		
DVBE Certification No.	Certification exp. date	Participation dollar value \$	Committed % of total bid %	

Brief description of the commercially useful function(s) to be performed and/or provided:

*If necessary or desired, this form may be photocopied or reproduced in a like form for use in a bid response.*



## DVBE Subcontractor/Supplier Acknowledgement

Name of Bidding Firm / Prime Contractor	CTC IFB or RFP Number:
Total Dollar Value of Subcontractor Use	

This document confirms and acknowledges that the firm named below agreed to be identified by a bidding firm as a proposed DVBE subcontractor or supplier for a CDPH procurement.

Subcontractor acknowledgements:

- A. The subcontracting firm named herein has committed to perform or provide services/labor or supplies equal to a percentage of the total bid/cost proposal price submitted by the bidding firm named above.
- B. The subcontracting firm named herein acknowledges the total dollar value of claimed participation identified above.
- C. The subcontracting firm named herein agrees to provide the following subcontracted services/labor or supplies under the resulting contract if the bidding firm named above receives the contract award:

Below and/or continued on an attachment is a brief description of the commercially useful function(s) that the subcontractor/supplier identified herein will provide or supply:

The subcontracting firm named herein understands it is its sole responsibility to contact the bidding firm named above to learn if the Proposer was awarded the contract pursuant to the referenced bid number and to confirm its subcontract agreement. If the bidding firm named above receives an award based in part on the DVBE subcontractor incentive, the bidding firm/contractor is obligated to use each DVBE subcontractor or supplier identified in its proposal unless a subcontractor substitution is requested after contract execution pursuant to Public Contract Code Section 4107 and Title 2 California Code of Regulations Section 1896.10 and Section 999.5(a) of the Military and Veterans Code.

The person signing below certifies the information supplied on this form is true and accurate to the best of its knowledge and agrees to allow the State to confirm this information, if deemed necessary.

Name of Proposed Subcontractor/Supplier		Date Signed
<b>Signature of Subcontractor/Supplier Representative</b>	Telephone number ( )	Email address (if applicable)
Printed/Typed Name	Title	

**ATTACHMENT 7**

**DARFUR CONTRACTING ACT CERTIFICATION**

Public Contract Code Sections 10475 -10481 applies to any company that currently or within the previous three years has had business activities or other operations outside of the United States. For such a company to bid on or submit a proposal for a State of California contract, the company must certify that it is either a) not a scrutinized company; or b) a scrutinized company that has been granted permission by the Department of General Services to submit a proposal.

If your company has not, within the previous three years, had any business activities or other operations outside of the United States, you do **not** need to complete this form.

**OPTION #1 - CERTIFICATION**

If your company, within the previous three years, has had business activities or other operations outside of the United States, in order to be eligible to submit a bid or proposal, please insert your company name and Federal ID Number and complete the certification below.

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that a) the prospective proposer/bidder named below is **not** a scrutinized company per Public Contract Code 10476; and b) I am duly authorized to legally bind the prospective proposer/bidder named below. This certification is made under the laws of the State of California.

Company/Vendor Name (Printed): \_\_\_\_\_

Federal ID Number: \_\_\_\_\_

By (Authorized Signature): \_\_\_\_\_

Printed Name and Title of Person Signing: \_\_\_\_\_

Date Executed: \_\_\_\_\_ Executed in the County and State of: \_\_\_\_\_

**OPTION #2 – WRITTEN PERMISSION FROM DGS**

Pursuant to Public Contract Code section 10477(b), the Director of the Department of General Services may permit a scrutinized company, on a case-by-case basis, to bid on or submit a proposal for a contract with a state agency for goods or services, if it is in the best interests of the state. If you are a scrutinized company that has obtained written permission from the DGS to submit a bid or proposal, complete the information below.

We are a scrutinized company as defined in Public Contract Code section 10476, but we have received written permission from the Department of General Services to submit a bid or proposal pursuant to Public Contract Code section 10477(b). A copy of the written permission from DGS is included with our bid or proposal.

Company/Vendor Name (Printed): \_\_\_\_\_

Federal ID Number: \_\_\_\_\_

*Initials of Submitter:* \_\_\_\_\_

*Printed Name and Title of Person Initialing:* \_\_\_\_\_

**ATTACHMENT 8**

**STD 204 PAYEE DATA RECORD**

**CTA 19 002  
PDF Remediation**

Download attachment 8, the STD 204 Payee Data Record, from [the DGS website](https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf) at <https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf>.