



## CALIFORNIA SECURE CHOICE RETIREMENT SAVINGS INVESTMENT BOARD

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[www.treasurer.ca.gov/scib](http://www.treasurer.ca.gov/scib)

### Request for Quotations CSCRSIB02-19 Legal Services Notice to Prospective Bidders

December 13, 2019

You are invited to review and respond to this Request for Quotations No. CSCRSIB02-19 ("RFQ") for legal services.

Proposals for these services must comply with the instructions included in the RFQ. The RFQ includes the Sample Standard Agreement the selected firm will be expected to execute. The Agreement that will be entered into with the State of California ("State") will include by reference the General Terms and Conditions and Contractor Certification Clauses which may be viewed and downloaded online at <https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language>.

The General Terms and Conditions and all Exhibits that are a part of the Sample Standard Agreement are not negotiable. By submitting a proposal, your firm agrees to the terms and conditions stated in this RFQ.

If you do not have internet access, a hard copy of the RFQ can be provided upon request by contacting the person listed below.

All responses to this RFQ must be submitted in hard copy and electronic copy (by unsecured thumb drive or compact disc) and received by the Board no later than **4:00 P.M. Pacific Time (PT) on January 13, 2020**. Email or faxed submissions will not be accepted. All proposals must be mailed or delivered to:

California Secure Choice Retirement Savings Investment Board  
915 Capitol Mall, Suite 105  
Sacramento, California 95814  
Attention: Katie Selenski, Executive Director

In the opinion of the California Secure Choice Retirement Savings Investment Board, this RFQ is complete and without need of explanation. However, if you have questions, or should you need any clarifying information, contact Katie Selenski, Executive Director, by email at [calsavers@treasurer.ca.gov](mailto:calsavers@treasurer.ca.gov). See Section 3.1 of this RFQ.

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

**PLEASE CAREFULLY READ THE RFQ AND FOLLOW THE INSTRUCTIONS.**

#### MEMBERS

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State Treasurer

BETTY T. YEE  
State Controller

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Director of Finance

EDWARD J. DE LA ROSA

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VACANT

EXECUTIVE DIRECTOR  
KATHLEEN SELENSKI

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## **1. PURPOSE AND DESCRIPTION OF SERVICES**

### **1.1. Scope Overview**

The California Secure Choice Retirement Savings Investment Board ("Board") is the administrator of CalSavers Program ("Program") as defined in Government Code section 100000(b), and the State agency responsible for the effective and efficient administration of the California Secure Choice Retirement Savings Trust ("Trust").

The intent of this RFQ is to select a firm to provide external legal services for the Program. External legal counsel is necessary to ensure the Program is compliant with federal laws and regulations including, but not limited to, advice on ERISA, laws and regulations governing IRAs, federal securities laws, and California state laws relevant to the operation of the Program. Counsel will also be necessary to keep the Program apprised on potential federal and state legislation or litigation involving the Program or similar programs operating in other states that may impact operation of the Program.

The Program anticipates services will be necessary on an ad hoc basis depending on distinct needs from the Program regarding subjects including, but not limited to, development of regulations necessary for operation of the Program, refining policies and procedures for the Program, and hiring of third-parties for operation of the Program.

### **1.2. Sample Standard Agreement**

All terms and conditions noted in the Standard Agreement are not negotiable. Proposals that do not accept all items included in the Standard Agreement shall be deemed non-responsive and excluded from evaluation. The Agreement entered into pursuant to this RFQ (the "Agreement"), if any, will become effective upon approval by the State of California. The term of the agreement will be for two years, with an option to extend one year at the discretion of the Board. The amount of the agreement will be \$350,000 for the first two years, and the total amount shall be no more than \$525,000 over the entire contract term, including all optional extensions.

### **1.3. Background and Program Overview**

The CalSavers Program is a voluntary retirement savings program that enables employee participation through payroll contributions into a Roth or traditional IRA, with a Roth IRA as the default.

The Program is managed by the California Secure Choice Retirement Savings Investment Board – a transparent, nine-member Board chaired by the State Treasurer. The Program was created by Senate Bill number 1234, which was enacted in September 2016 and took effect January 1, 2017. The Program requires that all private sector employers with five or more employees that do not offer a qualified retirement savings vehicle as defined in California Code Section 100032(g)(1) or provide their employees access to the Program. Under the State law, facilitating employers are exempt from the Employee Retirement Income Security Act, enabling their employees access to an automatic payroll deduction IRA with limited administrative duties, no financial cost, and no fiduciary responsibility on the part of the employer.

Employees will benefit from the Program's simple, portable, and low-cost retirement savings options. Contributions will be made directly from the employee's payroll into an IRA, with the option to change their contributions, or opt out, at any time. The CalSavers account will follow employees wherever they

go, through career and other life changes, allowing them to contribute to the same account through different participating employers. Administrative expenditures for the Program are statutorily capped at 1% of the total Program fund on and after six years from the date the Program is implemented, creating a low-cost mechanism for California workers to save for a secure retirement.

#### **1.4. Scope of Work**

External legal counsel will provide the Program legal analysis and advice necessary for the operation of the Program, which include the following services:

- A) Provide legal analysis and advice on subjects requested by the Program including, but not limited to, compliance with state and federal laws; development of regulations, policies, and procedures to operate the Program; procurement of contractors; and the impact of litigation, legislation, or regulations on the operations of the Program.
- B) Monitor litigation, legislation, regulations, or other legal changes that could impact the operation of the Program.
- C) Coordinate work with other contractors hired by the Program, as well as the Office of the Attorney General of California and any external legal counsel retained by the Office of the Attorney General of California for workload related to the Program.
- D) Attend Board meetings (physically or telephonically) upon direction from staff (approximately six per year) and other meetings as requested.
- E) In all respects, represent the best interests of the Board, the Program, and the State of California.

The rates specified in Attachment 3 shall remain the same throughout the term of the agreement. The contract will require approval by the Department of General Services ("DGS"). In no event shall services be performed prior to approval by DGS. Any contract amendments will be subject to the approval of the Board and DGS.

The services shall be primarily performed at the offices of the Contractor and at the offices of appropriate affiliates, related entities, subsidiaries and subcontractors; however, the Contractor may be required to attend mandatory meetings in or near Sacramento, California.

Contractor is expected to ensure that the quality and availability of personnel assigned to perform services under the contract will be maintained over the term of the contract. Replacements must have substantially the same or better qualifications and experience than the original personnel. Any change in assigned personnel, including additions to the attorneys to the Agreement must be made through an amendment to the Agreement and approved by the Board and DGS.

The distribution of all materials produced by the Contractor is restricted to the Board. These materials become property of the Board, and the Board reserves exclusive rights to its further dissemination.

#### **1.5. Term of Agreement**

The term of the Agreement entered into pursuant to this RFQ, if any, will be April 1, 2020 (or upon approval by the State of California, whichever is later) through March 31, 2020, with an option to extend one year at the sole discretion of the Board. The amount of the Agreement will be \$350,000 for the first

two years, and the total amount shall be no more than \$525,000 over the entire contract term, including all optional extensions.

## **2. MINIMUM QUALIFICATIONS FOR BIDDERS**

The law firm must have, at a minimum, the following qualifications and experience:

- a) An office established in the State of California.
- b) License to do business in the State of California.
- c) The lead attorney in charge of the work of all the attorneys that would provide legal services under the contract must be identified and must be an active member of the State Bar of California. All other attorneys must be active members of the State Bar of California or admitted to practice law in another state or Washington, D.C.
- d) Possess and maintain legal malpractice insurance in an amount not less than \$5,000,000. The law firm must be able to provide evidence of malpractice insurance coverage for the law firm and its attorneys, including coverage amounts.
- e) At least five (5) years of experience with matters concerning ERISA and federal securities laws.

## **3. PROPOSAL REQUIREMENTS AND INFORMATION**

### **3.1. Key Action Dates**

All Bidders are hereby advised of the following schedule and will be expected to adhere to the required dates and times (all times listed are Pacific Time [PT]).

<b>Date</b>	<b>Action</b>
December 13, 2019	RFQ available to Prospective Bidders
December 27, 2019, 4:00 P.M.	Deadline to Submit any Written Questions
January 3, 2020	Answers to Written Questions
January 13, 2020, 4:00 P.M.	Deadline to Submit Proposals
January 13 – January 17, 2020	Evaluation of Proposals
January 20, 2020	Optional Interviews
January 24, 2020	Notice of Intent to Award Contract
January 27, 2020	Board Approval
April 1, 2020	Proposed Contract Start Date

The Board reserves the right to change the above dates and times, and, if so, potential Bidders will be notified via email and an addendum will be issued. The Board also reserves the right not to award an Agreement at all.

### **3.2. Questions and Answers**

In the opinion of the Board, this RFQ is complete and needs no further explanation. However, if you have questions, or should you need any clarifying information, you may submit written questions no later than **4:00 P.M. PT on December 27, 2019** by email to [calsavers@treasurer.ca.gov](mailto:calsavers@treasurer.ca.gov).

Answers to all written questions received by **4:00 P.M. PT on December 27, 2019** will be available online at <https://caleprocure.ca.gov/> by close of business on **January 3, 2020**.

### **3.3. Submission of Proposal**

- A) Proposals should provide straightforward and concise descriptions of the Bidder's ability to satisfy the requirements of this RFQ. The proposal must be complete and accurate. Omissions, inaccuracies, or misstatements may be cause for rejection of a proposal.
- B) In preparing proposals, Bidders must include a cover letter with the following information:
- The name, address, email, phone and fax numbers of the principal contact responsible for the oversight of the Agreement. Indicate the availability of this person for meetings with the Board.
  - The name, address, email, phone and fax numbers of the project representative who will be available to the Board on a day-to-day basis during the term of the Agreement.
  - The name, address, email, phone, fax number and name of a key contact at each partner, if a consortium, and subcontractor and what the aforementioned would be responsible for under the Agreement.
- C) All proposals must be submitted in hard copy and electronic copy (by unsecured thumb drive or disc) under sealed cover and received by the Board by **4:00 P.M. PT on January 13, 2020**. Proposals received after this date and time will not be considered. Proposals received by fax or email will be rejected.
- D) A minimum of one (1) original and five (5) hard copies of the proposal must be submitted. Each Bidder must also submit an electronic version of the proposal on an unsecured thumb drive or compact disc. Proposals must be mailed or delivered to the following address:
- California Secure Choice Retirement Savings Investment Board  
Attention: Katie Selenski, Executive Director  
915 Capitol Mall, Suite 105  
Sacramento, California 95814
- E) The original proposal must be marked "ORIGINAL COPY". All documents contained in the original proposal package must have original signatures and must be signed by a person who is authorized to bind the proposing firm. All additional proposal sets may contain photocopies of the original package.
- F) The proposal envelopes must be plainly marked with the RFQ number and title, your firm name and address, and must be marked with "DO NOT OPEN", as shown in the following example:

**Request for Quotations No. CSCRSIB02-19**

**Legal Services**

**California Secure Choice Retirement Savings Investment Board**

**Firm Name**

**Firm Address**

**Contact Person and Phone Number**

**"DO NOT OPEN"**

If the proposal is made under a fictitious name or business title, the actual legal name of Bidder must be provided.

Proposals not submitted under sealed cover and marked as indicated may be rejected.

- G) Proposals that omit the Minimum Qualification Certification that is included in Attachment 4 will not be considered. Proposals shall include each of the attachments (if applicable) on the Required Attachment Check List in Section 7. Proposals that do not comply with the requirements of the RFQ shall be deemed non-responsive. A non-responsive proposal is one that does not meet the basic proposal requirements and will be rejected.
- H) Proposals must be submitted for the performance of all the services described herein. Any deviation from the work specifications will not be considered and will cause a proposal to be rejected.
- I) A proposal may be rejected if it is conditional or incomplete, or if it contains any alterations of forms or other irregularities of any kind. The Board may reject any or all proposals and may waive an immaterial deviation in a proposal. The Board's waiver of an immaterial deviation shall in no way modify the RFQ document or excuse the Bidder from full compliance with all requirements if awarded the Agreement.
- J) The Bidder is entirely responsible for the costs of developing proposals and costs incurred in anticipation of award of the Agreement. Such costs shall not be charged to the Board.
- K) An individual who is authorized to bind the proposing firm contractually shall sign Required Attachment 2, Proposal/Proposer Certification Sheet. The signature must indicate the title or position that the individual holds in the firm. An unsigned proposal may be rejected.
- L) A Bidder may modify a proposal after its submission by withdrawing its original proposal and resubmitting a new proposal prior to the proposal submission deadline as set forth in the schedule (Key Action Dates) in section 3.1. The submission of a new proposal must comply with the requirements in this section. Proposal modifications offered in any other manner, oral or written, will not be considered.
- M) A Bidder may withdraw its proposal by submitting a written withdrawal request to the Board, signed by the Bidder or an authorized agent. A Bidder may thereafter submit a new proposal prior to the proposal submission deadline. Proposals may not be withdrawn without cause subsequent to the proposal submission deadline.
- N) The Board may modify this RFQ prior to the date fixed for submission of proposals by the issuance of an addendum.
- O) The Board reserves the right to reject all proposals. The Board is not required to award an Agreement.
- P) Before submitting a proposal, Bidders should carefully review the proposal, correct all errors and confirm compliance with the RFQ requirements.
- Q) More than one proposal from any firm, organization, partnership, corporation or association under the same or different names, will not be considered. Reasonable grounds for believing that any Bidder has submitted more than one proposal for the work contemplated herein will cause the rejection of all

proposals submitted by that Bidder. If there is reason to believe that collusion exists among the Bidders, none of the participants in such collusion will be considered in this or future procurements.

R) No oral understanding or agreement shall be binding on either party.

### 3.4. Evaluation Process

A) The initial review of the proposals will confirm that all information and required attachments have been submitted in conformity with the requirements of this RFQ. The absence of required information and attachments will cause a proposal to be deemed nonresponsive and may result in the proposal's disqualification. Responsive proposals will then be reviewed and scored by an evaluation committee. The categories and the corresponding total possible points for each category is as follows:

Scored Categories	Total Possible Points	
	Without Interview	With Interview
Qualifications & Experience	70	70
Cost	30	39
<b>Total Possible Points First Phase</b>	<b>100</b>	<b>109</b>
Optional Interview	--	20
<b>Total Possible Points</b>	<b>100</b>	<b>129</b>

The evaluation committee will allot points for each component of the RFQ, up to 100 points (129 with the optional interview). The scoring will be done in two phases. The first phase will be based upon the written submission will be worth 100 points, with all items being scored with the exception of the Interview portion. The highest scoring Bidders after the first phase is completed may be contacted for an interview.

The Cost component shall be worth 30 percent of the total score, regardless of whether or not interviews are conducted. For example, if interviews are not conducted, Cost shall be worth 30 points of the total possible 100 points. Conversely, if interviews are conducted, Cost shall be worth 39 points of the total possible 129 points.

Interviews, if any, will be scored based on the Bidders' responses to the same set of questions that will be asked of all Bidders invited for the interview phase. The Bidder's Interview score (up to 20 points) will be added to the Bidder's first phase score (with a recalculation of the Cost score to ensure Cost is always worth 30 percent of the total score), and the Bidder earning the highest total score will be announced as the winner.

The Board reserves the right to not conduct interviews if deemed unnecessary to the selection of a legal consultant.

B) The following point scale will be used to score the responses to each scored category except with regard to costs.



Points Awarded	Interpretation	General Basis for Point Assignment
100%	Exceptional	Category is addressed with the highest degree of confidence in the bidder's response. The response exceeds the Board's needs, requirements or expectations with superior background/experience/expertise
80%	Excellent	Response fully meets the Board's needs, requirements or expectations with a high degree of confidence in the bidder's response. Bidder offers one or more enhancing feature, method, or approach exceeding basic expectations.
60%	Good	Response fully addresses category being scored. Good degree of confidence in the bidder's response. Minimal weaknesses are acceptable.
40%	Adequate	Response (i.e. content and/or explanation offered) is adequate to meet the Board's needs, requirements or expectations. Any omission(s), flaw(s), or defect(s), are inconsequential and acceptable.
20%	Minimally adequate	Minimally addresses the category being scored, but one or more major considerations of the category are not addressed, or addressed in such a limited way that it results in a low degree of confidence in the bidder's response.
0%	Inadequate	Fails to address any portion of the category being scored. The omission(s), flaw(s), or defect(s) are significant and unacceptable.

- C) Proposals that contain false or misleading statements, or that provide references which do not support an attribute or condition claimed by the Bidder, may be rejected. If, in the opinion of the Board, such information was intended to mislead the Board in its evaluation of the proposal, and the attribute, condition, or capability is a requirement of this RFQ, it will be the basis for rejection of the proposal.
- D) The Agreement will be awarded to the responsible and responsive Bidder earning the highest total score.
- E) The Board is not required to award an agreement.

### **3.5. Award and Protest**

- A) Notice of the proposed award shall be posted in a public place in the office of the Board, 915 Capitol Mall, Sacramento, California 95814 and on the Internet at <http://www.treasurer.ca.gov/scib> for five (5) working days prior to awarding the Agreement.
- B) If any Bidder, prior to the award of agreement, files a protest with Board and the DGS Office of Legal Services, 707 Third Street, 7th Floor, Suite 7-330, West Sacramento, California 95605, on the grounds that the protesting Bidder would have been awarded the contract had the agency correctly applied the evaluation standard in the RFQ, or if the agency followed the evaluation and scoring methods in the RFQ, the Agreement shall not be awarded until either the protest has been withdrawn or DGS has decided the matter. It is suggested that any protest be submitted by certified or registered mail.

- C) Within five (5) days after filing the initial protest, the protesting Bidder shall file with the Board and the DGS Office of Legal Services 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 Board 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 Internet at <https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf>. No payment shall be made unless a completed STD 204 has been returned to the Board.
- E) Upon resolution of the protest and award of the Agreement, Contractor must sign and submit to the Board, page one (1) of the Contractor Certification Clauses (CCC 04/2017), which can be found on the Internet at <https://www.dgs.ca.gov/-/media/Divisions/OLS/Resources/CCC-042017.pdf?la=en&hash=4DE3E4DC414511AE378794200BA43EBF91C758EE>.

### **3.6. Disposition of Proposals**

- A) Upon proposal opening, all documents submitted in response to this RFQ will become the property of the Board and the State, 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 Board.

### **3.7. Agreement Execution and Performance**

- A) Performance shall start on the contract start date, or on the express date set by the awarding agency and the Contractor, after all approvals have been obtained and the Agreement is fully executed. If the Contractor fails 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 Agreement. In addition, the Contractor shall be liable to the State for the difference between Contractor's proposal price and the actual cost of performing work by another contractor.
- B) All performance under the Agreement shall be completed on or before the termination date of the Agreement.
- F) The General Terms and Conditions included as Exhibit C to the Sample Standard Agreement are not negotiable. Exhibit C (currently GTC 04/2017) can be found online at <https://www.dgs.ca.gov/-/media/Divisions/OLS/Resources/CCC-042017.pdf?la=en&hash=4DE3E4DC414511AE378794200BA43EBF91C758EE>.

## **4. QUALIFICATIONS AND EXPERIENCE**

- A) Experience: Describe your law firm's practice in tax and employee benefit laws concerning ERISA and federal securities law. Describe your law firm's qualifications and experience serving as counsel relating to the implementation or administration of retirement savings programs, including IRAs and programs covered by ERISA, during the last five (5) years. Discuss the overall experience of your law firm that demonstrates your law firm's ability to successfully complete the "Scope of Work" in Section 1.4.

- B) Qualifications of personnel: Identify the personnel that will be providing the services if your law firm is selected, including years and type of experience for each person. Experience should include number of years at the current law firm as well as all prior relevant employment. Please also include staff of subcontractors, if any. The law firm is expected to ensure that the quality and availability of personnel assigned to perform services under the contract will be maintained over the term of the contract. Replacements must have substantially the same or better qualifications and experience than the original personnel. Any change in assigned personnel must be pre-approved by the State.

Identify the role each person will serve in the contract and his/her title.

Provide detailed resumes for individuals that will be directly involved in providing the services under the contract including any proposed subcontractors and their employees, if any.

- C) References (Attachment 4): Submit at least five (5) references from clients for which your law firm has provided legal services similar to "Scope of Work" in Section 1.4 within the last five (5) years.

## 5. COST PROPOSAL (MAXIMUM OF THIRTY (30) OR THIRTY-NINE (39) POINTS)

Use the Cost Proposal Worksheet (Attachment 3) to prepare your cost proposal. The blended hourly rate for professional services is the hourly rate the firm will be paid for services for the two-year contract

The following formula shall be used for the award of cost points:

Lowest cost proposal, based on the "Hourly Rate" on the Cost Proposal Worksheet (Attachment 3) is awarded the maximum cost points. Other proposals are awarded cost points based on the following calculation:

- **EXAMPLE IF OPTIONAL INTERVIEW IS NOT CONDUCTED:** A maximum of 30 points is available.  
(lowest cost proposal / other cost proposal) = (factor)  
(factor) X maximum cost points = cost points for other proposal

Lowest cost proposal = \$150/hr

Other cost proposal = \$200/hr

$$\$150 / \$200 = \frac{3}{4}$$

$$\frac{3}{4} \times 30 \text{ maximum cost points} = 22.5 \text{ cost points for other proposal}$$

- **EXAMPLE IF OPTIONAL INTERVIEW IS CONDUCTED:** A maximum of 39 points is available.  
(lowest cost proposal / other cost proposal) = (factor)  
(factor) X maximum cost points = cost points for other proposal

Lowest Bidder's Cost Proposal = \$150

Other Bidder's Cost Proposal = \$200

$$\$150 / \$200 = \frac{3}{4}$$

$$\text{Cost points awarded to Other Bidder} = \frac{3}{4} \times 39 \text{ maximum cost points} = 29 \text{ cost points}$$

Firms must submit cost for services as follows:

- Blended hourly rate for professional services = \$\_\_\_\_./Hour

Travel costs will be paid based on the rates of the California Department of Human Resources (CalHR) for comparable classes and no travel outside the State of California shall be reimbursed unless prior written authorization is obtained from the State. **Travel costs shall not exceed a total amount of \$20,000 over the contract term. Amounts reimbursed for travel shall be deducted from the contract maximum of \$525,000.00.**

Support services and other expenses including but not limited to postage, courier, printing/reproduction costs, and conference calls will not be reimbursed.

## **6. PREFERENCE PROGRAMS**

### **6.1. Disabled Veteran Business Enterprise (DVBE) Incentive Program – OPTIONAL**

This solicitation provides an incentive for DVBE participation. The Department of General Services ("DGS") established a DVBE incentive pursuant to Senate Bill 115, Chaptered October 3, 2005 and the military and Veterans Code Section 999.5(a). The regulations apply to all competitive solicitations for public works, services, goods, and information technology goods and services posted or released after October 9, 2007. The DVBE incentive is required in solicitations that include DVBE program requirements and may be offered in other competitive solicitations. Department of General Services' policy implements this program by rewarding prime bidders for increased DVBE participation: the more DVBE participation, the greater the incentive. This incentive program helps State agencies to meet their annual DVBE participation goals.

Attachment 10 outlines the DVBE Incentive Program. Bidders seeking the DVBE incentive must submit a completed Bidder Declaration (GSPD-05-105) that demonstrates DVBE participation and qualification for a DVBE incentive, with bid submittal. The DVBE Incentive participation is optional and at the discretion of the proposing firm.

NOTE: For this solicitation, the Incentive application is based on the High Score Method and shall not exceed five percent (5%), nor be less than three percent (3%) of the total score (see table in Attachment 13). The Disabled Veteran Business Enterprise (DVBE) participation requirements for this RFQ and contract have been waived.

### **6.2. Small Business or Microbusiness Preference**

A five percent (5%) preference will be applied to certified small business firms submitting proposals for this RFQ. To obtain the preference, Proposer must either be certified as a small business and submit a copy of their certification approval letter from DGS / Office of Small Business and DVBE Services (OSDS) or submit a complete application for certification to DGS / OSDS by 5:00 P.M. PT on the proposal due date. However, the proposed winning Proposer must be a certified small business at the time of contract award. The 5% preference is used only for computation purposes to determine the winning Proposer and does not alter the amounts of the resulting contract.

Once each proposal has been scored, if the highest scored proposal is from a non-certified small business, then 5% of the highest scoring proposal is added to the total "earned" points for each proposal submitted by a certified small business. These final numbers, with the 5% included, are then used to determine the highest scoring proposal.

Questions regarding the small business certification or preference approval should be directed to the Office of Small Business & DVBE Services ("OSDS") at (916) 375-4940 or can be found at

<https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Certify-or-Re-apply-as-Small-Business-Disabled-Veteran-Business-Enterprise#accordion-c3cc5597-d6e8-40ab-b459-d2b91e55bda4>.

### **6.3. Non-Small Business Preference**

A five percent (5%) preference is available to a non-small business claiming twenty-five percent (25%) California certified small business subcontractor participation. If claiming the non-small business subcontractor preference, the proposal must include a list of the small business(es) with which the Proposer commits to subcontract in an amount of at least 25% of the net proposal price with one or more California certified small businesses. Each listed certified small business must perform a “commercially useful function” in the performance of the contract as defined in Government Code Section 14837(d)(4).

The required list of California certified small business subcontractors must be attached to the proposal and must include the following: 1) subcontractor name, 2) address, 3) phone number, 4) a description of the work to be performed and/or products supplied, 5) and the dollar amount or percentage of the net proposal price (as specified in the solicitation) per subcontractor.

Proposers claiming the 5% preference must commit to subcontract for at least 25% of the net proposal price with one or more California certified small businesses. Completed certification applications and required support documents must be submitted to the OSDS no later than 5:00 P.M. PT on the proposal due date. Questions regarding certification should be directed to the OSDS at (916)375-4940 or can be found online at <https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Certify-or-Re-apply-as-Small-Business-Disabled-Veteran-Business-Enterprise#accordion-c3cc5597-d6e8-40ab-b459-d2b91e55bda4>.

The preference to a non-small business firm that commits to California certified small business subcontractor participation of 25% of its net proposal price shall be 5% of the highest scoring proposal. A non-small business, which qualifies for this preference, may not take an award away from a certified small business.

#### **Target Area Contract Preference Act (TACPA)**

The TACPA preference will be granted for this procurement. Proposers wishing to take advantage of the TACPA preference will need to review the following website and submit the appropriate response with the proposal: <https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Request-a-Target-Area-Contract-Preference>.

Proposers wishing to take advantage of the TACPA preference are required to submit the following applications/forms:

- TACPA (Std. 830)
- Bidder's Summary of Contract Activities and Labor Hours (DGS/PD 525)
- Manufacturer Summary of Contract Activities and Labor Hours (DGS/PD 526)

## **7. REQUIRED ATTACHMENTS**

Refer to the following pages for additional Required Attachments.

**ATTACHMENT 1 – REQUIRED ATTACHMENTS CHECKLIST**

Complete this checklist to confirm the attachments. Place a check mark or “X” next to each item that you are submitting to the State. For your proposal to be responsive, each of the following required attachments must be submitted with your proposal package.

This checklist should be returned with your proposal package.

<b><u>ATTACHMENT</u></b>	<b><u>ATTACHMENT NAME/DESCRIPTION</u></b>
<input type="checkbox"/> Attachment 1	Required Attachment Checklist
<input type="checkbox"/> Attachment 2	Proposal/Proposer Certification Sheet
<input type="checkbox"/> Attachment 3	Bidder References
<input type="checkbox"/> Attachment 4	Minimum Qualifications Certification
<input type="checkbox"/> Attachment 5	Cost Proposal Worksheet
<input type="checkbox"/> Attachment 6	Payee Data Record (STD. 204)
<input type="checkbox"/> Attachment 7	Contractor Certification Clauses (CCC 04/2017)
<input type="checkbox"/> Attachment 8	Darfur Contracting Act Certification Form
<input type="checkbox"/> Attachment 9	Small Business or Microbusiness Preference (if applicable). Additional information about this preference can be found online at <a href="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">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</a> .
<input type="checkbox"/> Attachment 10*	CA Disabled Veteran Business Enterprise (DVBE) Program Participation Instructions. Additional information about this preference can be found online at <a href="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">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</a> .
<input type="checkbox"/> Attachment 11	Non-Small Business Preference (if applicable). Additional information about this preference can be found online at <a href="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">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</a> .
<input type="checkbox"/> Attachment 12	Bidder Declaration (GSPD-05-105)
<input type="checkbox"/> Attachment 13	Evidence of Qualification to do Business in the State of California
<input type="checkbox"/> Attachment 14	Resumes of Key Personnel

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\* DVBE Participation is not required for this solicitation; however a DVBE incentive will be applied as provided in Attachment 6.

**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 with original signatures. The proposal must be transmitted in a sealed envelope in accordance with RFQ instructions.

- A) Place all required attachments behind this certification sheet.
- B) The signature affixed hereon and dated certifies compliance with all the requirements of this proposal document. The signature below authorizes the verification of this certification.
- C) The signature below certifies to the best of your knowledge that the information provided on this document is true and complete.
- D) 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. Proposer's Name (Print)		11. Title
12. Signature		13. Date
14. Are you certified with the Department of General Services, Office of Small Business Certification and Resources (OSBCR) as:		
a. California Small Business? <input type="checkbox"/> Yes <input type="checkbox"/> No		b. Disabled Veteran Business Enterprise? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, enter certification number:		If yes, enter service code:
<b>NOTE:</b> A copy of your Certification is required to be included if either of the above items is checked " <b>Yes</b> ".		
Date application was submitted to OSBCR, if an application is pending:		

\*See instructions on next page

## Completion Instructions for Proposal/Proposer Certification Sheet

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

Item Numbers	Instructions
1, 2, 2a, 3	Must be completed. These items are self-explanatory.
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.
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.
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.
7	Enter your federal employee tax identification 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.
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.
10, 11, 12, 13	Must be completed. These items are self-explanatory.
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 – BIDDER REFERENCES**

Submission of this attachment is mandatory. Failure to complete and return this attachment with your proposal will cause your proposal to be rejected and deemed nonresponsive.

Bidder must submit at least five (5) references (if a Bidder is a consortium or will use subcontractors, it should submit three (3) references for each member of the consortium, partner or subcontractor) for services performed within the last five (5) years, which are similar to the scope of work to be performed in this contract.

<b>REFERENCE 1</b>			
Name of Firm:			
Street Address:	City:	State:	Zip Code:
Contact Person:		Phone:	
Dates of Service:		Value or Cost of Service:	
Brief Description of Service Provided:			
<b>REFERENCE 2</b>			
Name of Firm:			
Street Address:	City:	State:	Zip Code:
Contact Person:		Phone:	
Dates of Service:		Value or Cost of Service:	
Brief Description of Service Provided:			
<b>REFERENCE 3</b>			
Name of Firm:			
Street Address:	City:	State:	Zip Code:
Contact Person:		Phone:	
Dates of Service:		Value or Cost of Service:	
Brief Description of Service Provided:			

**REFERENCE 4**

Name of Firm:

Street Address:

City:

State:

Zip Code:

Contact Person:

Phone:

Dates of Service:

Value or Cost of Service:

Brief Description of Service Provided:

**REFERENCE 5**

Name of Firm:

Street Address:

City:

State:

Zip Code:

Contact Person:

Phone:

Dates of Service:

Value or Cost of Service:

Brief Description of Service Provided:

**SUBCONTRACTOR REFERENCES (if applicable)**

List below three (3) references for services performed by your subcontractor(s) within the last five (5) years, which are similar to the scope of work to be performed in this contract. If three (3) references cannot be provided, provide an explanation on an attached sheet of paper.

<b>REFERENCE 1</b>			
Name of Firm:			
Street Address:	City:	State:	Zip Code:
Contact Person:	Phone:		
Dates of Service:	Value or Cost of Service:		
Brief Description of Service Provided:			
<b>REFERENCE 2</b>			
Name of Firm:			
Street Address:	City:	State:	Zip Code:
Contact Person:	Phone:		
Dates of Service:	Value or Cost of Service:		
Brief Description of Service Provided:			
<b>REFERENCE 3</b>			
Name of Firm:			
Street Address:	City:	State:	Zip Code:
Contact Person:	Phone:		
Dates of Service:	Value or Cost of Service:		
Brief Description of Service Provided:			

**ATTACHMENT 4 – MINIMUM QUALIFICATIONS CERTIFICATION**

The Bidder certifies that it fulfills all the minimum qualifications outlined in Section 2 of this Request for Proposals No. CSCRIB01-19. By signing this attachment, the Bidder also agrees that if selected as the Audit Services provider for the Program, it will notify the Board immediately upon its failure to continue to meet the minimum qualifications.

On behalf of \_\_\_\_\_, I certify that said firm, including any  
(Firm Name)  
and all partners (if a consortium) and subcontractors, complies with the Minimum Qualifications set forth in  
Section 2 of the RFQ.

\_\_\_\_\_  
(Authorized Signature of Firm) (Firm Name)

\_\_\_\_\_  
(Print Name) (Date)

\_\_\_\_\_  
(Title)

**ATTACHMENT 5 – COST PROPOSAL WORKSHEET**

All specifications outlined in Section 5 of the RFQ shall be met or the Bidder's proposal will be considered non-responsive and rejected.

Blended hourly rate for professional services = \$ \_\_\_\_\_/hr

Travel costs will be paid based on the rates of the California Department of Human Resources (CalHR) for comparable classes and no travel outside the State of California shall be reimbursed unless prior written authorization is obtained from the State. Travel costs shall not exceed a total amount of \$20,000 over the contract term. Amounts reimbursed for travel shall be deducted from the contract maximum of \$525,000.00.

**ATTACHMENT 6 – PAYEE DATA RECORD**

<https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf>

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**ATTACHMENT 7 – CCC 04/2017 CERTIFICATION**

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

<i>Contractor/Bidder Firm Name (Printed)</i>		<i>Federal ID Number</i>
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i>		
<i>Date Executed</i>	<i>Executed in the County of</i>	

**CONTRACTOR CERTIFICATION CLAUSES**

1. STATEMENT OF COMPLIANCE: Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code §12990 (a-f) and CCR, Title 2, Section 11102) (Not applicable to public entities.)
2. DRUG-FREE WORKPLACE REQUIREMENTS: Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:
  - a) Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
  - b) Establish a Drug-Free Awareness Program to inform employees about:
    - i. the dangers of drug abuse in the workplace;
    - ii. the person's or organization's policy of maintaining a drug-free workplace;
    - iii. any available counseling, rehabilitation and employee assistance programs; and,
    - iv. penalties that may be imposed upon employees for drug abuse violations.
  - c) Every employee who works on the proposed Agreement will:
    - i. receive a copy of the company's drug-free workplace policy statement; and,
    - ii. agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State

agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION: Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (Pub. Contract Code §10296) (Not applicable to public entities.)

4. CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REQUIREMENT: Contractor hereby certifies that Contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lesser of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

5. EXPATRIATE CORPORATIONS: Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

6. SWEATFREE CODE OF CONDUCT:

- a) All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at [www.dir.ca.gov](http://www.dir.ca.gov), and Public Contract Code Section 6108.
- b) The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations, or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

7. DOMESTIC PARTNERS: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.3.



8. **GENDER IDENTITY:** For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.35.

### **DOING BUSINESS WITH THE STATE OF CALIFORNIA**

The following laws apply to persons or entities doing business with the State of California.

1. **CONFLICT OF INTEREST:** Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

Current State Employees (Pub. Contract Code §10410):

- a) For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.
- b) For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (Pub. Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code §10430 (e))

2. **LABOR CODE/WORKERS' COMPENSATION:** Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code section 3700)
3. **AMERICANS WITH DISABILITIES ACT:** Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)
4. **CONTRACTOR NAME CHANGE:** An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.
5. **CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:**
- a) When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.

- b) "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.
  - c) Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.
6. RESOLUTION: A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the Agreement.
7. AIR OR WATER POLLUTION VIOLATION: Under the State laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.
8. PAYEE DATA RECORD FORM STD. 204: This form must be completed by all contractors that are not another state agency or other governmental entity.

**ATTACHMENT 8 – DARFUR CONTRACTING ACT CERTIFICATION**

Pursuant to Public Contract Code section 10478, if a bidder or proposer currently or within the previous three years has had business activities or other operations outside of the United States, it must certify that it is not a “scrutinized” company as defined in Public Contract Code section 10476.

Therefore, to be eligible to submit a bid or proposal, please insert your company name and Federal ID Number and complete only one of the following three paragraphs (via initials for Paragraph # 1 or Paragraph # 2, or via initials and certification for Paragraph # 3):

<b><i>Company/Vendor Name (Printed)</i></b>	<b><i>Federal ID Number</i></b>
<b><i>Printed Name and Title of Person Initialing (for Options 1 or 2)</i></b>	

1. \_\_\_\_\_  
Initials                      We do not currently have, or we have not had within the previous three years, business activities or other operations outside of the United States  
OR
2. \_\_\_\_\_  
Initials                      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 (DGS) 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.  
OR
3. \_\_\_\_\_  
Initials  
+ Certification              We currently have, or we have had within the previous three years, business activities or other operations outside of the United States, but we certify below that we are not a scrutinized company

**CERTIFICATION FOR #3**

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective proposer/bidder to the clause listed above in # 3. This certification is made under the laws of the State of California.

<b><i>By (Authorized Signature)</i></b>	
<b><i>Printed Name and Title of Person Signing</i></b>	
<b><i>Date Executed</i></b>	<b><i>Executed in the County and State of</i></b>

**ATTACHMENTS 9, 10, and 11 – PREFERENCE PROGRAMS (IF APPLICABLE)**

Attach proof in claiming Small Business or Microbusiness Preference, Non-Small Business Preference, or Target Area Contract Preference Act, if applicable.

Small Business or Microbusiness Preference

<https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Certify-or-Re-apply-as-Small-Business-Disabled-Veteran-Business-Enterprise>

CA Disabled Veteran Business Enterprise (DVBE) Program Participation Instructions

<https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Certify-or-Re-apply-as-Small-Business-Disabled-Veteran-Business-Enterprise>

Non-Small Business Preference

<https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Certify-or-Re-apply-as-Small-Business-Disabled-Veteran-Business-Enterprise>

Target Area Contract Preference Act

<https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Request-a-Target-Area-Contract-Preference>

**ATTACHMENT 12 – BIDDER DECLARATION**

<https://www.documents.dgs.ca.gov/dgs/fmc/gspd/gspd05-105.pdf>

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**ATTACHMENT 13 – EVIDENCE OF QUALIFICATION TO DO BUSINESS IN THE STATE OF CALIFORNIA**

Include a copy of evidence of qualification to do business in the State of California here.

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**ATTACHMENT 14 – RESUMES OF KEY PERSONNEL**

Name of Firm:	
Please attach resumes for each identified key personnel who will be directly involved in providing these services.	
Name:	Percent of Effort % for RFQ Services:
Title:	Office Location:
Phone Number:	Email:
Role:	
How Long in Current Position?	How Long Employed in Current Firm?
Experience:	
Name:	Percent of Effort % for RFQ Services:
Title:	Office Location:
Phone Number:	Email:
Role:	
How Long in Current Position?	How Long Employed in Current Firm?
Experience:	
Name:	Percent of Effort % for RFQ Services:
Title:	Office Location:
Phone Number:	Email:
Role:	
How Long in Current Position?	How Long Employed in Current Firm?
Experience:	