



## SCHOLARSHARE INVESTMENT BOARD

901 P Street, Suite 313B  
Sacramento, CA 95814  
(916) 651-6380  
[scholarshare@treasurer.ca.gov](mailto:scholarshare@treasurer.ca.gov)  
[www.treasurer.ca.gov/scholarshare](http://www.treasurer.ca.gov/scholarshare)

### MEMBERS

FIONA MA, CPA, CHAIR  
State Treasurer

JOE STEPHENSHAW  
Director of Finance

BROOKS ALLEN  
Executive Director  
State Board of Education

CATALINA CIFUENTES  
Governor Appointee  
CA Student Aid Commission

JOSE FIERRO  
Speaker Appointee

PAUL MARTIN  
Governor Appointee  
Member at Large

VACANT  
Senate Rules Committee  
Appointee

EXECUTIVE DIRECTOR  
Cassandra DiBenedetto

### ScholarShare Investment Board Request for Proposals No. SIB02-25 Investment Consulting Services

#### NOTICE TO PROSPECTIVE PROPOSERS

December 29, 2025

You are invited to review and respond to this Request for Proposals (RFP) No. SIB02-25 for investment consulting services.

Proposals for these services must comply with the instructions included in this RFP. The RFP 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 RFP.

All responses to this RFP must be submitted in hard copy and received by SIB no later than **4:00 p.m. Pacific Time (PT)** on **February 4, 2025**. Email or faxed submissions will not be accepted. All proposals must be delivered to:

ScholarShare Investment Board  
Attention: James Millward  
901 P Street, Suite 411A  
Sacramento, California 95814

In the opinion of the ScholarShare Investment Board, this RFP is complete and without need of explanation. However, if you have questions, or should you need any clarifying information, contact James Millward by email at [scholarshare@treasurer.ca.gov](mailto:scholarshare@treasurer.ca.gov). Please note that no *verbal* information given will be binding upon the State unless such information is issued in writing as an official addendum.

The State of California will not contract or otherwise do business with publicly-held U.S. expatriate corporations without a compelling public interest. This policy is designed to ensure that companies with which the State of California does business meet threshold standards of corporate accountability.

Thank you for your interest.

ScholarShare Investment Board

## TABLE OF CONTENTS

<b>1. PURPOSE AND DESCRIPTION OF SERVICES .....</b>	<b>1</b>
1.1 Scope Overview.....	1
1.2 Background.....	1
1.3 Scope of Work .....	1
1.4 Term of Agreement.....	3
<b>2. MINIMUM QUALIFICATIONS FOR PROPOSERS.....</b>	<b>3</b>
<b>3. PROPOSAL REQUIREMENTS AND INFORMATION.....</b>	<b>4</b>
3.1 Schedule (Key Action Dates).....	4
3.2 Questions and Answers .....	4
3.3 Content and Format of Proposals.....	5
3.4 Submission of Proposals .....	9
3.5 Evaluation Process .....	11
3.6 Award and Protest .....	14
3.7 Disposition of Proposals .....	14
3.8 Agreement Execution and Performance.....	14
<b>4. PREFERENCE AND INCENTIVE PROGRAMS.....</b>	<b>15</b>
4.1 Small Business or Microbusiness Preference .....	15
4.2 Non-Small Business Preference.....	15
4.3 Disabled Veteran Business Enterprise (DVBE) Participation (Optional).....	15
4.4 Target Area Contract Preference Act (TACPA) Program.....	16
<b>5. REQUIRED ATTACHMENTS.....</b>	<b>16</b>
Attachment 1: Required Attachment Checklist	
Attachment 2: Proposal/Proposer Certification Sheet	
Attachment 3: Cost Proposal Worksheet	
Attachment 4: Proposer References	
Attachment 5: Minimum Qualifications Certification	
Attachment 6: Resumes of Key Personnel	
Attachment 7: Securities and Exchange Commission Form ADV (Part 1 and Part 2)	
Attachment 8: Payee Data Record (STD. 204)	
Attachment 9: Bidder Declaration (GSPD-05-105)	
Attachment 10: Contractor Certification Clauses (CCC 04/2017)	
Attachment 11: Darfur Contracting Act Certification	
Attachment 12: California Civil Rights Laws Certification	
Attachment 13: Small Business or Microbusiness Preference	
Attachment 14: Non-Small Business or Microbusiness Preference	
Attachment 15: Target Area Contract Preference Act (TACPA) Program	
Attachment 16: California Disabled Veteran Business Enterprise (DVBE) Participation	
Attachment 17: Generative Artificial Intelligence (GenAI) Notification	

## SAMPLE STANDARD AGREEMENT

- Exhibit A – Scope of Work
- Exhibit A, Attachment 1 – Resumes of Key Personnel
- Exhibit B – Budget Detail and Payment Provisions
- Exhibit B, Attachment 1 – Cost Proposal
- Exhibit C – General Terms and Conditions (GTC 02/2025)
- Exhibit D – Special Terms and Conditions

## 1. Purpose and Description of Services

### 1.1 Scope Overview

The ScholarShare Investment Board (SIB or Board) is the State agency responsible for the administration of ScholarShare 529 (Plan), California's 529 college savings plan, and the California Kids Investment and Development Savings Program (CalKIDS or Program). As of September 30, 2025, there are more than 476,000 ScholarShare 529 accounts with \$16.9 billion in assets under management (AUM) and more than 5.4 million CalKIDS accounts with over \$2.3 billion in AUM.

A qualified investment consultant is needed to assist SIB in its role as fiduciaries to the Trust. The investment consultant would assist SIB with revising (as needed) the statement of investment policy for the Trust and monitoring the investment performance of the ScholarShare program manager(s), currently TIAA-CREF Tuition Financing, Inc. (TFI). The current ScholarShare [Statement of Investment Policy](#) (Investment Policy) and [Monitoring Procedures and Criteria](#) are available online at <https://www.treasurer.ca.gov/scholarshare/index.asp>. More information about ScholarShare 529 and CalKIDS can be found online at [www.scholarshare529.com](http://www.scholarshare529.com) and [www.calkids.org](http://www.calkids.org), respectively.

### 1.2 Background

The California Legislature authorized creation of the Trust in 1997 (Education Code Sections 69980-69994 (Act)), intending it to be a “qualified tuition program” as defined in Section 529 (Section 529) of the Internal Revenue Code of 1986, as amended (Code). The Act authorizes Trust investments for a specific beneficiary’s advance savings for qualified higher education expenses in a postsecondary educational institution. The Board was established to administer the state’s qualified tuition program, ScholarShare 529.

In addition, CalKIDS was established in 2019 to create savings accounts for all newborns in the State of California to support higher education expenses, and was expanded in 2021 to include eligible low-income public school students. Eligible CalKIDS participants are automatically enrolled in the Program and are designated between \$25-\$1,500 in a CalKIDS account to support future higher education costs.

As administrator for ScholarShare 529 and CalKIDS, the seven-member Board meets four to five times annually, with additional meetings if deemed necessary. Meetings are generally held in Sacramento, California at the State Treasurer’s Office in Sacramento, California, but may be held at other locations.

### 1.3 Scope of Work

The following scope of work details SIB’s expectations for an investment consultant. These investment consultant services include the following:

- Under the direction of SIB or its designee, analyze and evaluate asset allocation plans for the Trust based on age groups of its beneficiaries as well as allocation for risk reduction.
- Review and analyze the investment performance of the program manager(s) of the Trust using criteria developed by SIB as well as criteria developed by the program manager(s) or outside consultants. Periodically, there may be additional evaluations comparing ScholarShare 529 investment performance and fees to the performance between the national plans and/or other 529 state plans. Additional analysis may include other peer reviews, gap analyses, and/or feasibility studies and projections.
- Regularly review and propose changes to the Investment Policy and Monitoring Procedures as needed.
- Conduct monthly evaluations of the Trust which compare monthly investment results to appropriate indices and SIB policies, including compliance by the program manager(s) to these policies, and provide evaluations to SIB or its designee within 10 business days of receiving the data from each program manager.
- Advise SIB or its designee of which data should be reported from the program manager(s).
- Provide clarification and assistance to SIB in understanding various investment vehicles and the investment market. This may include providing training seminars, as necessary, on rates of return, investment products, strategies or other fundamental concepts of investing to SIB and its staff.
- Inform the SIB or its designee in the event of significant changes in the investment climate or market conditions that could affect Trust investments.
- Provide general advice, counsel, analyses, and recommendations on a variety of investment related matters regarding the Trust, including but not limited to, investment personnel, investment strategy, investment menu design, as well as overall investment health of the program manager(s), other 529 vendors, and 529 industry issues and trends.
- Review and evaluate investment vehicles, options, and/or funds proposed for the Board's consideration for potential inclusion to the Plan pursuant to the Board's procedures and in discussion with SIB staff and the program manager(s), as applicable.
- Participate in the development of request for proposals and subsequent selection process.
- Work with SIB's consultants and program manager(s) if needed.
- Participate in meetings with SIB staff, program manager(s), fund managers, stakeholders, and/or outside agencies or research companies, which may include due diligence meetings and annual program reviews.
- Attend SIB meetings unless notified otherwise by the SIB or its designee. It is anticipated that the SIB will meet approximately four times per year.
- Be available to consult with SIB members and the Executive Director from 8:00 a.m. to 5:00 p.m. Pacific Time, Monday through Friday.
- Respond to the need for telephone consultation within a 24-hour period and be available for meetings with SIB with no greater than 10 days' notice.

The services shall be performed at the offices of the selected Contractor and at the offices of appropriate affiliates, related entities, subsidiaries and subcontractors; however, there will be some mandatory meetings at 915 Capitol Mall in Sacramento, California.

The selected Contractor shall ensure that the quality and availability of its personnel assigned to this agreement will be maintained over the term of the agreement. Any changes in assigned personnel are at the discretion of the Firm, provided that any replacements have substantially the same as or better qualifications and experience than the original personnel.

The performance of the selected Contractor will be evaluated based on the criteria outlined below.

- Responsiveness and timeliness in responding to inquiries made by SIB (members, Executive Director, and staff).
- Availability to SIB for conference calls and board meetings, as needed.
- Quality, completeness and timeliness in providing reports, memos, analyses and recommendations to SIB for review and consideration.
- Quality and accuracy of information, data and support included in all products submitted to SIB.
- Ability to provide SIB with, or direct SIB, to appropriate resources for information.
- Ability to provide SIB with up-to-date information on industry standards, changes in the law and state comparisons.
- Availability of resources to adequately perform on contract requirements (staff, consultants, etc.).
- Demonstrates working relationships with industry peers and organizations.
- Demonstrates the ability to provide day-to-day management of tasks, coordination of support and administrative activities, and supervision of all employees.
- Possesses the technical and functional skills, and knowledge to direct all aspects of the contract.

#### **1.4 Term of Agreement**

The term of the agreement entered into pursuant to this RFP, if any, will be April 17, 2026 through April 16, 2028 with a maximum amount of \$300,000.00. At the option of the State, the agreement may be extended for one additional year and up to an additional \$150,000.00. The agreement, including amendment(s), is subject to the approval of SIB and the Department of General Services (DGS). In no event shall services be performed prior to the approval of the agreement by the DGS Office of Legal Services.

#### **2. Minimum Qualifications for Proposers**

**Proposer must complete Attachment 5 of the RFP certifying that the Firm meets the following minimum qualifications.** Failure to meet these minimum qualifications will cause your proposal to be considered non-responsive and the proposal will be rejected.

- Must have been actively providing advice on investment options for at least the last five years. Investment expertise must include knowledge and experience in a wide range of investment vehicles, including investments not currently permitted by SIB's Investment Policy.
- Must have been providing consultation to or on behalf of individuals or governmental agencies that have been investing funds totaling at least \$1 billion.

- Must agree in writing to serve as fiduciary with respect to its work.
- Must hold and maintain all licenses and registrations required by applicable federal and state laws for businesses offering investment and municipal advisory services. All such licenses and registrations must be current and in good standing.
- Must maintain registration as a Municipal Advisor with the Securities and Exchange Commission (SEC) and the Municipal Securities Rulemaking Board (MSRB) for the duration of the agreement.
- Must be qualified to do business in the State of California. Firm must also be able to provide evidence of qualification (e.g., registration with the California Secretary of State) to do business in the State of California, including qualification of any subcontractors, upon proposal submission for this RFP.
- May not currently or during the term of a contract that may be executed pursuant to this RFP have a contractual or other business relationship with any program management services contractor (currently TFI) that provides services for the Trust or any investment manager directing funds in the ScholarShare 529 portfolio, either on its own or in partnership, with other entities. Ownership of a ScholarShare 529 account does not constitute a business relationship for the purposes of this minimum qualification.

### **3. Proposal Requirements and Information**

#### **3.1 Schedule (Key Action Dates)**

All prospective Proposers 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 29, 2025	RFP available to Prospective Proposers
January 8, 2026, 12:00 p.m. PT	Written Question Submittal Deadline
January 15, 2026	Answers to Written Questions Distributed
February 4, 2026, 4:00 p.m. PT	Deadline for Proposal Submission
February 5 - 10, 2026	Evaluation of Proposals
February 11 - 12, 2026	Oral Interviews (if applicable)
February 13, 2026	Notice of Intent to Award
April 18, 2026	Anticipated Commencement of Contract (Pending DGS approval)

SIB reserves the right to change the above dates and times, and, if so, SIB may modify this RFP prior to the date fixed for submission of proposals by the issuance of an addendum. SIB will also provide post updates online at <http://treasurer.ca.gov/scholarshare/> and <https://caleprocure.ca.gov/>. SIB also reserves the right not to award an agreement at all.

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

In the opinion of SIB, this RFP is complete and needs no further explanation. However, if you have questions, or should you need any clarifying information, contact James

Millward by phone at (916) 651-6380 or by e-mail at [scholarshare@treasurer.ca.gov](mailto:scholarshare@treasurer.ca.gov). Prospective proposers may submit written questions, if any, no later than by 12:00 p.m. PT on January 8, 2026 by email to [scholarshare@treasurer.ca.gov](mailto:scholarshare@treasurer.ca.gov).

A copy of the responses to all written questions received by 12:00 p.m. PT on January 8, 2026 will be posted online at [www.treasurer.ca.gov/scholarshare](http://www.treasurer.ca.gov/scholarshare) and <https://caleprocure.ca.gov/> by close of business on January 15, 2026.

### **3.3 Content and Format of Proposals**

In preparing proposals, firms should:

- Use standard 8½" x 11" white paper with a minimum type size of 12 points. Consecutively number all pages in the response (including attachments and/or appendices).
- Include a cover letter stating:
  - 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 SIB staff.
  - The name, address, email, phone and fax numbers of the project representative who will be available to SIB and its staff 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.
  - That the Firm accepts the terms of the Sample Agreement attached to this RFP. Please note that the General Terms and Conditions in Exhibit C are not negotiable.
- List responses to each Question related to the Firm's Qualifications and Experience as identified below. Points will be awarded for the Firm's response(s) to each question. The allocation of points is defined in Evaluation Process, Section 3.5 of this RFP. Questions should be answered for each relevant partner or subcontractor to the extent applicable if a firm is a consortium or is using subcontractors. In preparing proposals, the Firm shall list each question and then provide the Firm's response to that question in the same order listed in this RFP.
  - a) Required Information (Zero (0) points)

SIB may reject a proposal due to any disclosure or conflict of interest (potential or actual) that is material in the sole opinion of the Board.

    - (i) Disclose any legal or disciplinary event that is material to the Board's evaluation of the Firm or the integrity of the Firm's management or advisory personnel by either: (1) identifying the specific type of event and specifically referring to the relevant portions of the Firm's most recent Forms MA or MA-I (and, if doing so, providing detailed information specifying where the Board may electronically access such forms), or (2) providing a writing that fully and

fairly discloses the information required to be disclosed under MSRB Rule G-42(c)(ii) and (b).

- (ii) Advise if any partner, officer, investment officer, portfolio manager, research analyst, or trader of the Firm has been convicted or pleaded no contest in a case stemming from a felony indictment. Any such conviction or plea must be disclosed and must be accompanied by a full explanation of the circumstances surrounding it.
- (iii) Advise if the Firm is or was a defendant in litigation relating to any services which it proposes to provide to the SIB. Any final settlement, administrative decision, or judgment made in connection with this litigation must be disclosed and must be accompanied by a full explanation of the circumstances surrounding it.
- (iv) Advise if the Firm, any partner, related company (parent, subsidiary, sister), affiliate or joint venture, or any owner, officer, director, principal, or management level employee of the Firm has been involved in any enforcement action by the Securities and Exchange Commission or any other governmental regulatory agency or been named a defendant in litigation where there was an allegation of violation of fiduciary responsibility. If yes, explain in detail.
- (v) Advise if the Firm has ever been terminated for cause from any contract. If the answer is yes, cite the background of the contract, reason for the termination, and what the Firm has done to change operations or personnel to preclude the circumstances regarding the termination from re-occurring.
- (vi) Disclose any business relationships, which may be construed to be potential or actual conflicts of interest. The contractor will have a continuing requirement to disclose any business relationships that may be construed to be a potential or actual conflict. The disclosure must be sufficiently detailed to inform the Board of the nature, implications and potential consequences of each conflict and must include an explanation of how the Firm addresses, or intends to manage or mitigate, each conflict. The Board may reject a proposal due to any disclosure or conflict of interest (potential or actual) that is material in the sole opinion of the Board.

b) Background and Personnel Information (Maximum of twenty-five (25) points)

- (i) Provide an overview of the Firm including mission statement and vision statement, number of years experience providing consultation, and what services the Firm will bring to this contract.
- (ii) Describe the organizational structure and explain how this structure will be used to perform the requirements of this contract. Explain the advantages of this structure.
- (iii) Within the past three years, have there been any significant developments in your organization (e.g., changes in ownership, personnel reorganization)? If so, please describe.

(iv) Complete the following table for professionals who will be responsible for providing the consulting activities to be performed pursuant to this contract.

Name & Location	Title & Responsibility	Total Years' Experience	Years with Firm	Most Advanced Degree

(v) Provide professional resumes of each of the individuals who will be assigned to this account and the professional resumes of all individuals who will be responsible for reviewing or otherwise influencing the work of individuals assigned to this account.

(vi) Indicate who will have ultimate responsibility for this contract. Indicate the availability of this person for live or telephone meetings with the SIB or its designee. Describe the Firm's backup procedures if the primary person assigned to this account leaves the Firm or is otherwise unavailable.

c) Experience / Expertise in Investment Consulting (Maximum of thirty-five (35) points)

(i) Describe Firm's experience in advising boards on formulating and reviewing investment policies and in interpreting investment data. Include the names of the boards, the number of years that the Firm has provided such service, the number of agencies or boards to which Firm is currently providing investment advice and the approximate dollar value of the portfolios for which consultative services are provided. Explain how this experience will benefit the SIB.

(ii) Describe Firm's investment research process, including how Firm interacts with the boards for whom it provides advice.

(iii) Describe in detail what data, information, and advice the Firm proposes to provide to SIB in formulating its investment policies and analyzing and interpreting the investment performance of the ScholarShare program manager(s). Describe the Firm's methodology used for measuring risk.

(iv) Describe how benchmarks are chosen or developed and how the manager's performance is compared to similar portfolios. Indicate whether your firm has ever developed benchmarks and, if so, provide a description of the benchmarks developed.

(v) Discuss any changes/material refinements in Firm's advisement philosophy which have occurred within the past three years. What prompted the changes/refinements?

(vi) Provide recent applicable examples, if any, of client reports or research prepared by Firm regarding investment strategies.

- (vii) Describe the Firm's experience with the use of mathematical, computer, or other models in evaluating both investment performance and risk. Provide a sample of at least one such modeling report demonstrating thoroughness and understandability by Firm's staff. Describe the Firm's resources, research centers, etc. for supporting the investment consulting services.
- (viii) Provide a list of the investment selection models and investment evaluation models that the Firm uses on a regular basis.
- (ix) Describe the Firm's understanding of the objectives of the ScholarShare program. What special expertise does the Firm bring to advising SIB?
- (x) List any consulting accounts lost within the past three years and note the reason for the account lost.
- (xi) Provide the name, address, telephone number, contact name and title for five (5) firms to serve as references for Firm, using format in Attachment 4. Provide three (3) references for any subcontractors you plan to use. These references should include governmental agencies, preferably State of California agencies or agencies located in California, which are charged with overseeing the investment of funds held in trust for others. Identify the individuals at the Firm who were responsible for providing investment consultation to these agencies. Submission of Attachment 4 is mandatory. Proposals that fail to submit Attachment 4 shall be considered non-responsive and rejected.

d) Cost Proposal (Maximum of thirty (30) points)

Use Attachment 3 (Cost Proposal Worksheet) to complete your cost proposal for each year of the contract term (including the potential extension year), which will be a full and final estimate. **SIB expects the total amount of the contract not to exceed \$450,000 for this potential three-year contract.** Review this section and the calculations in your Cost Proposal carefully. Mathematical errors may be corrected by SIB. **Do not make any modifications to the Cost Proposal form, including the 200 total annual hours and the \$10,000 total annual travel costs.** The cost proposal shall:

- (i) Follow the template outlined in Attachment 3 (Cost Proposal Worksheet), completing all of the cost proposal forms listed below:
  - i. Cost Proposal Detail (Year One)
  - ii. Cost Proposal Detail (Year Two)
  - iii. Cost Proposal Detail (Year Three – Potential Extension Year)
- (ii) **Assume a total of 200 hours of staff work (including subcontractor staff work) per year.** Estimate the number of hours out of the 200 each level of staff who will be assigned to the contract will work. Note that the total number of hours for identified staff must equal 200 per year.
- (iii) Identify and include an hourly rate for each level of staff who will be assigned to work on the services outlined in this RFP. The hourly rates identified will be

utilized in the resulting contract for reimbursement for services performed. **All-inclusive flat fees and/or retainer fees will not be accepted for consideration.**

(iv) **Travel costs are capped at \$10,000 per year. This amount may not be modified.** The rates for travel costs shall be set in accordance with the California Department of Human Resources (CalHR) rates for comparable classes and no travel outside the State of California shall be reimbursed unless prior written authorization is obtained from SIB.

Proposals submitted with a cost proposal that fails to meet any of the specified requirements outlined above, or in a form other than as provided for in Attachment 3, will be considered non-responsive and rejected.

### **3.4 Submission of Proposals**

- a) Proposals should provide straightforward and concise descriptions of the Firm's ability to satisfy the requirements of this RFP. The proposal must be complete and accurate. Omissions, inaccuracies, or misstatements may be cause for rejection of a proposal.
- b) All proposals must be submitted in hard copy under sealed cover and received by SIB by 4:00 pm PT on February 4, 2026 unless SIB provides notice that the date has been changed. **Proposals received after this date and time will not be considered.** Proposals received by fax or email will be rejected.
- c) A minimum of one (1) unbound original and three (3) copies of the proposal shall be mailed or delivered to the following address:

**ScholarShare Investment Board**  
**Attention: James Millward**  
**901 P Street, Suite 411A**  
**Sacramento, California 95814**  
**Phone: (916) 651-6380**

- d) 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.
- e) The proposal envelopes must be plainly marked with the RFP number and title, your firm name and address, and must be marked with "**DO NOT OPEN**", as shown in the following example:

**Request for Proposals No. SIB02-25**  
**Investment Consulting Services**  
**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 the Firm must be provided.

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

- f) Proposals that omit the Minimum Qualification Certification that is included in Attachment 5 in Section 5 will not be considered. Proposals shall include each of the attachments (if applicable) on the Required Attachment Checklist in Section 5. Proposals that do not comply with the requirements of the RFP shall be deemed non-responsive. A non-responsive proposal is one that does not meet the basic proposal requirements and will be rejected.
- g) 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.
- h) 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. SIB may reject any or all proposals and may waive an immaterial deviation in a proposal. SIB's waiver of an immaterial deviation shall in no way modify the RFP document or excuse the Firm from full compliance with all requirements if awarded the agreement.
- i) The proposing firm 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 SIB.
- j) 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.
- k) A firm 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.
- l) A firm may withdraw its proposal by submitting a written withdrawal request to SIB, signed by the proposing firm or an authorized agent in accordance with Section 3.4(k). A firm 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.
- m) SIB may modify this RFP prior to the date fixed for submission of proposals by the issuance of an addendum. SIB will also provide post updates online at <http://treasurer.ca.gov/scholarshare/> and <https://caleprocure.ca.gov/>.
- n) Upon announcement and release of this RFP and until selection of a Contractor (and notice of intent to award the Agreement), proposing firms (or potential proposing

firms) are not permitted to communicate with SIB staff or its consultants with respect to the RFP except in connection with the process and procedures related to the RFP. Any communication must be directed to James Millward at [scholarshare@treasurer.ca.gov](mailto:scholarshare@treasurer.ca.gov).

- o) SIB reserves the right to reject all proposals. SIB is not required to award an agreement.
- p) Firms are cautioned against relying on SIB to discover and report any defects or errors in submitted documents. Before submitting a response to this RFP, firms should carefully review the response, correct all errors, and confirm compliance with the RFP requirements.
- q) Where applicable, firms should carefully examine work sites and specifications. No additions or increases to the agreement amount will be made due to a lack of careful examination of work sites and specifications.
- r) 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 firm has submitted more than one proposal for the work contemplated herein will cause the rejection of all proposals submitted by that firm. If there is reason for believing that collusion exists among the proposing firms, none of the participants in such collusion will be considered in this or future procurements.
- s) No oral understanding or agreement shall be binding on either party.

### 3.5 Evaluation Process

- a) All proposals will be reviewed by an evaluation committee. The initial review of the proposals will confirm that all information has been submitted in conformity with the requirements of this RFP. The absence of required information will cause a proposal to be deemed non-responsive and may result in the proposal's disqualification. Responsive proposals will then be scored according to criteria herein. The scored categories and the corresponding weighting of each scored category is as follows:

<b>Scored Category</b>	<b>Weighting</b>
Background and Personnel Information	25 points
Experience / Expertise in Investment Consulting	35 points
Cost Proposal	30 points
<b>Possible Points Upon Initial Evaluation</b>	<b>90 points</b>
Interview	10 points
<b>Total Possible Points</b>	<b>100 points</b>

The Evaluation Committee will allot points for each scored category of the RFP, up to 100 points.

The lowest cost proposal, based on the estimated Total Cost for Three Year Contract Term (two years and potential one-year extension) from Attachment 3, is awarded

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

$$\begin{aligned} (\text{Lowest Cost Proposal} / \text{Other Cost Proposal}) &= (\text{factor}) \\ \text{Total Cost Points for Other Cost Proposal} &= (\text{factor}) \times \text{maximum cost points} \end{aligned}$$

EXAMPLE: A maximum of 30 points is available.

$$\begin{aligned} \text{Lowest Cost Proposal} &= \$112,500 \\ \text{Other Cost Proposal} &= \$150,000 \end{aligned}$$

$$(\text{Lowest Cost Proposal} / \text{Other Cost Proposal}) = \$112,500 / \$150,000 = \frac{3}{4}$$

Cost points awarded to Other Cost Proposal =  $\frac{3}{4} \times 30$  points = 22.5 Cost Points,  
which would be rounded up to 23 points.

The scoring will be done in two phases:

- First Phase - The first phase will be worth 90 points, with all items being scored except for the Interview portion. Following the initial phase of the evaluation process, the Evaluation Committee will invite the two (2) firms that receive a minimum of 70 points in the first phase and that receive the highest scores based on the point system above.
- Second Phase - All interviews will be conducted pursuant to the specifications below:
  - Interviews will be set for one hour.
  - There will be a maximum of three (3) presenters for each firm interviewed.
  - Only the top two (2) highest scoring firms, scoring a minimum of 70 points in the first phase of the evaluation process, will be interviewed.
  - Responses provided to specific questions during the interview will be the basis for awarding up to 10 points.
  - Interviews will be scored based on the Firm's responses to a set of specific questions according to the point scale outlined in Section 3.5(b). Both firms will be asked the same set of questions. Generally, firms will be asked about the following areas:
    - Background and Personnel Information
    - Experience / Expertise in Investment Consulting
  - No unsolicited information, material, or presentation may be provided at the interview. Firms are limited in their responses to only information provided in their written proposal and may not introduce new services, products, or other information.
  - SIB reserves the right to not conduct interviews if deemed unnecessary to the selection of an investment consultant (e.g., only one (1) firm scored a minimum of 70 points in the first phase).

The second phase score will be added to the first phase score, and the highest scoring firm will be determined.

b) The following point scale will be used to score the responses to the questions presented under each of the scored category unless otherwise specified. Points earned for each scored category that result in a non-whole number will be rounded to the next whole number. For example, 70% of 35 points is 24.5 points, which would be rounded up to 25 points.

<b>Points Awarded</b>	<b>Interpretation</b>	<b>General Basis for Point Assignment</b>
100%	Excellent	Response fully meets the Board's needs, requirements, or expectations with a high degree of confidence in the Firm's response. Firm offers one or more enhancing feature, method, or approach exceeding basic expectations.
85%	Very Good	Response fully addresses category being scored. Very good degree of confidence in the Firm's response.
70%	Good	Response addresses category being scored. Good degree of confidence in the Firm's response. Minimal weaknesses are acceptable.
50%	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.
0%	Inadequate	Response 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 provide references that do not support an attribute or condition claimed by the Firm, may be rejected. If, in the opinion of SIB, such information was intended to mislead SIB in its evaluation of the proposal, and the attribute, condition, or capability is a requirement of this RFP, it will be the basis for rejection of the proposal.

d) The contract will be awarded to the responsible and responsive firm with the highest total score.

e) Tiebreaker - In the event two (2) or more responsive and responsible firms earn the highest score, the contract will be awarded to the responsive and responsible firm earning the higher score in Experience / Expertise in Investment Consulting Services. If the scores for Experience / Expertise in Investment Consulting Services are the same, the contract will be awarded to the responsive and responsible firm earning the higher score in the Background and Personnel Information. If the scores

in the Background and Personnel Information are the same, the contract will be awarded to the responsive and responsible firm earning the higher score for Cost.

- f) SIB is not required to award an Agreement.

### **3.6 Award and Protest**

- a) Notice of the proposed award shall be posted in a public place at the State Treasurer's Office, 915 Capitol Mall, Sacramento, CA 95814, for five (5) working days prior to awarding the agreement. The notice will be posted at the entrance to Suite 313B and online at [www.treasurer.ca.gov/scholarshare](http://www.treasurer.ca.gov/scholarshare).
- b) If any firm, prior to the award of agreement, files a protest with SIB and the DGS Office of Legal Services, 707 Third Street, 7<sup>th</sup> Floor, Suite 7-330, West Sacramento, CA 95605, on the grounds that the (protesting) firm 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 DGS has decided the matter. It is suggested that the Firm submit any protest by contacting the Protest Coordinator at [OLSProtests@dgs.ca.gov](mailto:OLSProtests@dgs.ca.gov).
- c) Within five (5) days after filing the initial protest, the protesting firm shall file with SIB and the DGS Office of Legal Services a detailed written statement specifying the grounds for the protest. It is suggested that this detailed written statement be submitted by certified or registered mail.

### **3.7 Disposition of Proposals**

- a) Upon proposal opening, all documents submitted in response to this RFP will become the property of SIB 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 Firm's expense, unless such expense is waived by SIB.

### **3.8 Agreement Execution and Performance**

- a) Performance shall start not later than 30 days, 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.

#### **4. Preference and Incentive Programs**

##### **4.1 Small Business or Microbusiness Preference**

A five percent (5%) preference will be applied to certified small business firms submitting proposals. To obtain the preference, firms must either be certified as a small business at the time the proposal is submitted. The Firm MUST include an updated copy of their Small Business Certificate to obtain the preference. The 5% preference is issued only for computation purposes to arrive at the successful firm(s), and does not alter the amount of the actual proposals. Once each proposal has been scored, if the highest responsible firm is not a certified small business or microbusiness, 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 the website at <https://caleprocure.ca.gov/pages/sbdvbe-index.aspx>.

##### **4.2 Non-Small Business or Microbusiness 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 response must include a list of the small business(es) with which the Firm commits to subcontract in an amount of at least 25% of the net 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 small business subcontractors must be attached to the proposal response 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; and 5) the dollar amount or percentage of the net price (as specified in the solicitation) per subcontractor.

Firms claiming the 5% preference must commit to subcontract for at least 25% of the net price with one or more California certified small businesses. Completed certification application required support documents must be submitted to the OSDS no later than 5:00 p.m. PT on the proposal due date, and the OSDS must be able to approve the application as submitted. Questions regarding certification should be directed to the OSDS at (916) 375- 4940 or can be found at the website at <https://caleprocure.ca.gov/pages/sbdvbe-index.aspx>.. The preference to a non-small business firm that commits to small business or microbusiness subcontractor participation of 25% of its net price shall be 5% of either the lowest, responsive, responsible firm’s price or the highest response, responsible firm’s total score. A non-small business, which qualifies for this preference, may not take an award away from a certified small business.

##### **4.3 Disabled Veteran Business Enterprise (DVBE) Participation (OPTIONAL)**

This solicitation provides an incentive for DVBE participation. Attachment 16 outlines the DVBE Incentive Program. Firms seeking the DVBE incentive must submit a completed

Bidder Declaration (GSPD-05-105) (Attachment 9) that demonstrates DVBE participation and qualification for a DVBE incentive, with proposal submittal. Firms who have been certified by California as a DVBE must also complete and submit the DVBE Declarations, DGS PD 843. All disabled veteran owners and disabled veteran managers of the DVBE(s) must sign the form(s). The DVBE Incentive participation is optional and at the discretion of the proposing firm. Questions regarding DVBE should be directed to the Office of Small Business & DVBE Services (OSDS) at (916) 375-4940 or can be found at the website at <https://caleprocure.ca.gov/pages/sbdvbe-index.aspx>.

Any contract awarded to a company committing to subcontract with a certified DVBE will follow requirements as provided in MVC 999.7 including compliance with the Std. 817 reporting process, and permanent withhold and deductions for non-compliance.

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

This solicitation provides for an optional TACPA preference. The TACPA program was established to stimulate business investments in distressed areas of the State and create job opportunities for Californians. Proposing companies are not required to apply for this preference. Both the TACPA workplace and workforce preferences will be evaluated for this solicitation. See Attachment 15 for more information.

#### **5. Required Attachments**

Refer to the following pages for additional Required Attachments.

### **ATTACHMENT 1: REQUIRED ATTACHMENT 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 must be returned with your proposal package. **Submission of this required attachment is mandatory. Failure to complete and return this attachment with your proposal will cause your proposal to be rejected and deemed nonresponsive.**

<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	Cost Proposal Worksheet
<input type="checkbox"/> Attachment 4	Proposer References
<input type="checkbox"/> Attachment 5	Minimum Qualification Certification
<input type="checkbox"/> Attachment 6	Resumes of Key Personnel
<input type="checkbox"/> Attachment 7	Securities and Exchange Commission Form ADV (Part 1 and Part 2) or Proof of Exemption from Registration
<input type="checkbox"/> Attachment 8	Payee Data Record (STD. 204)
<input type="checkbox"/> Attachment 9	Bidder Declaration Form (GSPD-05-105)
<input type="checkbox"/> Attachment 10	Contractor Certification Clauses (CCC 04/2017)
<input type="checkbox"/> Attachment 11	Darfur Contracting Act Certification
<input type="checkbox"/> Attachment 12	California Civil Rights Laws Certification
<input type="checkbox"/> Attachment 13	Small Business or Microbusiness Preference (if applicable)
<input type="checkbox"/> Attachment 14	Non-Small Business or Microbusiness Preference (if applicable)
<input type="checkbox"/> Attachment 15	Target Area Contract Preference Act (TACPA) Program (if applicable)
<input type="checkbox"/> Attachment 16	California Disabled Veteran Business Enterprise (DVBE) Participation Program Instructions (if applicable)
<input type="checkbox"/> Attachment 17	Generative Artificial Intelligence (GenAI) Notification

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

- 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.

**\* 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 and Disabled Veteran Business Enterprise Services (OSDS) as: a. 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 OSDS, 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	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 OSDS.

### **ATTACHMENT 3: COST PROPOSAL WORKSHEET**

All specifications outlined in Section 3 of the RFP shall be met or the proposal will be considered **non-responsive and rejected**. **Submission of this required attachment is mandatory. Failure to complete and return this attachment with your proposal will cause your proposal to be rejected and deemed nonresponsive.**

Do not make any modifications to these Cost Proposal forms, including the **200 total annual hours** and the **\$10,000.00 annual travel cost**.

See Section 3 of the RFP for more details. Review the RFP and the calculations in this Cost Proposal carefully. Mathematical errors may be corrected by SIB.

***Total Cost for Three-Year Contract Term shall be the sum of the “Total Annual Cost” for Year One, Year Two and Year Three, and shall not exceed \$450,000.00 for the potential three-year contract term.***

## Cost Proposal Detail

### YEAR ONE

DIRECT LABOR (Staff Level/Title)	HOURS <sup>1</sup>	MULTIPLY	HOURLY RATE	EQUALS	YEAR ONE TOTAL <sup>2</sup>	<u>YEAR ONE TOTALS</u>
		X	\$	=	\$	
		X	\$	=	\$	
		X	\$	=	\$	
		X	\$	=	\$	
		X	\$	=	\$	
<i>TOTAL DIRECT LABOR</i>	<i>200</i>					\$ (A)
INDIRECT COSTS (OVERHEAD & FRINGE BENEFITS)			%		TOTAL	
Overhead Rate			%	\$		
Fringe Benefits			%	\$		
					<i>TOTAL INDIRECT COSTS</i>	\$ (B)
TRAVEL COSTS					TOTAL	
Travel Costs					\$10,000	
					<i>TOTAL TRAVEL COSTS</i>	\$ 10,000 <sup>3</sup> (C)
DIRECT COSTS (EXCEPT LABOR)					TOTAL	
Equipment and Supplies (Itemized)					\$	
Other Direct Costs (Itemized)					\$	
					<i>TOTAL DIRECT COSTS (EXCEPT LABOR)</i>	\$ (D)
					<b>TOTAL ANNUAL COST FOR YEAR ONE <sup>4</sup></b>	\$

<sup>1</sup> Total shall be calculated assuming 200 hours of services provided by all levels of staff (including subcontractors) for year one.

<sup>2</sup> Total shall be calculated by multiplying the number of hours per year by hourly rate for each level of staff (including subcontractors).

<sup>3</sup> Travel costs at \$10,000 per year are included in this Attachment 3 – Cost Proposal and may not be modified.

<sup>4</sup> Total shall be the sum of the totals for A-D.

## Cost Proposal Detail

### YEAR TWO

DIRECT LABOR (Staff Level/Title)	HOURS <sup>1</sup>	MULTIPLY	HOURLY RATE	EQUALS	YEAR TWO TOTAL <sup>2</sup>	<u>YEAR TWO TOTALS</u>
		X	\$	=	\$	
		X	\$	=	\$	
		X	\$	=	\$	
		X	\$	=	\$	
		X	\$	=	\$	
<i>TOTAL DIRECT LABOR</i>	<i>200</i>					\$ (A)
INDIRECT COSTS (OVERHEAD & FRINGE BENEFITS)			%		TOTAL	
Overhead Rate			%		\$	
Fringe Benefits			%		\$	
					<i>TOTAL INDIRECT COSTS</i>	\$ (B)
TRAVEL COSTS					TOTAL	
Travel Costs					\$10,000	
					<i>TOTAL TRAVEL COSTS</i>	\$ 10,000 <sup>3</sup> (C)
DIRECT COSTS (EXCEPT LABOR)					TOTAL	
Equipment and Supplies (Itemized)					\$	
Other Direct Costs (Itemized)					\$	
					<i>TOTAL DIRECT COSTS (EXCEPT LABOR)</i>	\$ (D)
					<i>TOTAL ANNUAL COST FOR YEAR TWO</i> <sup>4</sup>	\$

<sup>1</sup> Total shall be calculated assuming 200 hours of services provided by all levels of staff (including subcontractors) per year.

<sup>2</sup> Total shall be calculated by multiplying the number of hours per year by hourly rate for each level of staff (including subcontractors).

<sup>3</sup> Travel costs at \$10,000 per year are included in this Attachment 3 – Cost Proposal and may not be modified.

<sup>4</sup> Total shall be the sum of the totals for A-D.

**Cost Proposal Detail**

**YEAR THREE – POTENTIAL EXTENSION YEAR**

DIRECT LABOR (Staff Level/Title)	HOURS <sup>1</sup>	MULTIPLY	HOURLY RATE	EQUALS	YEAR TWO TOTAL <sup>2</sup>	<b><u>YEAR TWO TOTALS</u></b>
						\$
						\$
						\$
						\$
						\$
<i>TOTAL DIRECT LABOR</i>	<i>200</i>					
INDIRECT COSTS (OVERHEAD & FRINGE BENEFITS)			%		TOTAL	
Overhead Rate			%	\$		
Fringe Benefits			%	\$		
					<b>TOTAL INDIRECT COSTS</b>	\$
TRAVEL COSTS					TOTAL	
Travel Costs					\$10,000	
					<b>TOTAL TRAVEL COSTS</b>	<b>\$ 10,000 <sup>3</sup></b>
DIRECT COSTS (EXCEPT LABOR)					TOTAL	
Equipment and Supplies (Itemized)					\$	
Other Direct Costs (Itemized)					\$	
					<b>TOTAL DIRECT COSTS (EXCEPT LABOR)</b>	\$
<b>POTENTIAL YEAR THREE EXTENSION <sup>4</sup></b>						\$

<sup>1</sup> Total shall be calculated assuming 200 hours of services provided by all levels of staff (including subcontractors) per year.

<sup>2</sup> Total shall be calculated by multiplying the number of hours per year by hourly rate for each level of staff (including subcontractors).

<sup>3</sup> Travel costs at \$10,000 per year are included in this Attachment 3 – Cost Proposal and may not be modified.

<sup>4</sup> Total shall be the sum of the totals for A-D.

**ATTACHMENT 4: PROPOSER REFERENCES**

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

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

**REFERENCE 1**

Name of Firm	City	State	Zip Code
Street Address			
Contact Person		Telephone Number	
Dates of Service		Value or Cost of Service*	

Brief Description of Service Provided

**REFERENCE 2**

Name of Firm	City	State	Zip Code
Street Address			
Contact Person		Telephone Number	
Dates of Service		Value or Cost of Service*	

Brief Description of Service Provided

**REFERENCE 3**

Name of Firm	City	State	Zip Code
Street Address			
Contact Person		Telephone Number	
Dates of Service		Value or Cost of Service*	

Brief Description of Service Provided

#### REFERENCE 4

Name of Firm	City	State	Zip Code
Street Address			
Contact Person		Telephone Number	
Dates of Service		Value or Cost of Service*	
Brief Description of Service Provided			

#### REFERENCE 5

Name of Firm	City	State	Zip Code
Street Address			
Contact Person		Telephone Number	
Dates of Service		Value or Cost of Service*	
Brief Description of Service Provided			

#### SUBCONTRACTOR REFERENCES (if applicable)

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

#### REFERENCE 1

Name of Firm	City	State	Zip Code
Street Address			
Contact Person		Telephone Number	
Dates of Service		Value or Cost of Service*	

Brief Description of Service Provided

ScholarShare Investment Board  
Request for Proposals No. SIB02-25  
Page 3 of 3

**REFERENCE 2**

Name of Firm			
Street Address	City	State	Zip Code
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 Code
Contact Person		Telephone Number	
Dates of Service		Value or Cost of Service*	

Brief Description of Service Provided

**ATTACHMENT 5: MINIMUM QUALIFICATIONS CERTIFICATION**

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

The Firm certifies that it fulfills all of the minimum qualifications outlined in Section 2 of Request for Proposals No. SIB02-25 (the “RFP”). By signing this attachment, the Firm also agrees to notify the ScholarShare Investment Board (SIB) immediately upon its failure to continue to meet the minimum qualifications, if selected as the Contractor for investment consulting services for SIB.

On behalf of \_\_\_\_\_, I certify that said firm  
(Firm Name)  
complies with the Minimum Qualification set forth in Section 2 of the RFP.

---

(Authorized Signature of Firm)

---

(Firm Name)

---

(Print Name)

---

(Date)

---

(Title)

**ATTACHMENT 6: RESUMES OF KEY PERSONNEL**

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

Name of Firm:	
<b><i>Complete this required attachment <u>AND</u> attach professional resumes for each identified key personnel who will be directly involved in providing these services.</i></b>	
Name:	Percent of Effort %
Title:	Office Location:
Phone Number:	Email:
Role:	
How Long in Current Position?	How Long Employed in Current Firm?
Experience:	

Name:	Percent of Effort %
Title:	Office Location:
Phone Number:	Email:
Role:	
How Long in Current Position?	How Long Employed in Current Firm?
Experience:	

**ATTACHMENT 7: SECURITIES AND EXCHANGE COMMISSION FORM ADV  
(PART 1 AND PART 2) OR PROOF OF EXEMPTION**

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

Attach the Securities and Exchange Commission Form ADV (Part 1 and Part 2) or Proof of Exemption from Registration.

**ATTACHMENT 8: PAYEE DATA RECORD (STD. 204)**

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

All firms must complete the Payee Data Record (STD. 204) and include it with the proposal response. The Payee Data Record form can be accessed from the following link:

**<https://www.documents.dgs.ca.gov/dgs/FMC/PDF/Std204.pdf>**

**ATTACHMENT 9: BIDDER DECLARATION (GSPD-05-105)**

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

All firms must complete the **Bidder Declaration (GSPD-05-105)** and include it with the proposal response. When completing the declaration, firms must identify all subcontractors proposed for participation in the contract. Firms awarded a contract are contractually obligated to use the subcontractors for the corresponding work identified unless the State agrees to a substitution and it is incorporated by amendment to the contract. The Bidder Declaration (GSPD-05-105) can be accessed from the following link:

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

**ATTACHMENT 10: CONTRACTOR CERTIFICATION CLAUSES (CCC 04/2017)**

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

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:

- 1) the dangers of drug abuse in the workplace;
- 2) the person's or organization's policy of maintaining a drug-free workplace;
- 3) any available counseling, rehabilitation and employee assistance programs; and,
- 4) penalties that may be imposed upon employees for drug abuse violations.

c. Every employee who works on the proposed Agreement will:

- 1) receive a copy of the company's drug-free workplace policy statement; and,

2) 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):

1). No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.

2). No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Pub. Contract Code §10411):

1). 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.

2). 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 11: 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.

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

**Therefore, to be eligible to submit a bid or proposal, initial ONLY ONE of the following three options and complete the certification below:**

1. \_\_\_\_\_  
Initials

We do not currently have, and 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 (DSG) 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

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 as defined in Public Contract Code section 10476.

**CERTIFICATION.**

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. 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

**ATTACHMENT 12: CALIFORNIA CIVIL RIGHTS LAWS CERTIFICATION**

Pursuant to Public Contract Code section 2010, if a bidder or proposer executes or renews a contract over \$100,000 on or after January 1, 2017, the bidder or proposer hereby certifies compliance with the following:

1. **CALIFORNIA CIVIL RIGHTS LAWS:** For contracts over \$100,000 executed or renewed after January 1, 2017, the contractor certifies compliance with the Unruh Civil Rights Act (Section 51 of the Civil Code) and the Fair Employment and Housing Act (Section 12960 of the Government Code); and
2. **EMPLOYER DISCRIMINATORY POLICIES:** For contracts over \$100,000 executed or renewed after January 1, 2017, if a Contractor has an internal policy against a sovereign nation or peoples recognized by the United States government, the Contractor certifies that such policies are not used in violation of the Unruh Civil Rights Act (Section 51 of the Civil Code) or the Fair Employment and Housing Act (Section 12960 of the Government Code).

**CERTIFICATION**

I, the official named below, certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.  <i>Proposer/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 and State of</i>

**ATTACHMENT 13: SMALL BUSINESS OR MICROBUSINESS PREFERENCE  
(IF APPLICABLE)**

A five percent (5%) preference will be applied to certified small business firms submitting proposals. To obtain the preference, firms must either be certified as a small business at the time the proposal is submitted. The Firm **MUST** include an updated copy of their Small Business Certificate to obtain the preference. The 5% preference is issued only for computation purposes to arrive at the successful firm(s), and does not alter the amount of the actual proposals. Once each proposal has been scored, if the highest responsible firm is not a certified small business or microbusiness, 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 the website at <https://caleprocure.ca.gov/pages/sbdvbe-index.aspx>.

**ATTACHMENT 14: NON-SMALL BUSINESS OR MICROBUSINESS PREFERENCE  
(IF APPLICABLE)**

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 response must include a list of the small business(es) with which the Firm commits to subcontract in an amount of at least 25% of the net 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 small business subcontractors must be attached to the proposal response 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; and 5) the dollar amount or percentage of the net price (as specified in the solicitation) per subcontractor.

Firms claiming the 5% preference must commit to subcontract for at least 25% of the net price with one or more California certified small businesses. Completed certification application required support documents must be submitted to the OSDS no later than 5:00 p.m. PT on the proposal due date, and the OSDS must be able to approve the application as submitted. Questions regarding certification should be directed to the OSDS at (916) 375- 4940 or can be found at the website at <https://caleprocure.ca.gov/pages/sbdvbe-index.aspx>. The preference to a non-small business firm that commits to small business or microbusiness subcontractor participation of 25% of its net price shall be 5% of either the lowest, responsive, responsible firm's price or the highest response, responsible firm's total score. A non-small business, which qualifies for this preference, may not take an award away from a certified small business.

**ATTACHMENT 15: TARGET AREA CONTRACT PREFERENCE ACT (TACPA) PROGRAM  
(IF APPLICABLE)**

This solicitation provides for an optional TACPA preference. The TACPA program was established to stimulate business investments in distressed areas of the State and create job opportunities for Californians. Proposing companies are not required to apply for this preference. Both the TACPA workplace and workforce preferences will be evaluated for this solicitation.

Workplace preference - TACPA provides a 5 percent (5%) preference for a California business that is located in a qualified zone.

Workforce preference - TACPA provides a 1 to 4 percent (1-4%) preference for a California business that employs persons with a high risk of unemployment (Government Code Section 4532)

1% for 5-9% of workforce  
2% for 10-14% of workforce  
3% for 15-19% of workforce  
4% for 20% or more of workforce

Proposing companies wishing to take advantage of the TACPA preference will need to review the following website and submit the appropriate documents with the proposal response:

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

- TACPA Preference Request ([STD 830](#))
- Bidder's Summary of Contract Activities and Labor Hours ([TACPA Form 526](#))

The State Treasurer's Office will send the applicable TACPA request documents to the Department of General Services, Procurement Division, Dispute Resolution Unit. TACPA preference requests are typically reviewed and processed by DGS within five (5) business days. If an award of this agreement is made based on the TACPA preference, DGS will monitor compliance directly with the Contractor throughout the life of the contract.

**ATTACHMENT 16: CALIFORNIA DISABLED VETERAN BUSINESS ENTERPRISE (DVBE)  
PARTICIPATION GOAL PROGRAM INSTRUCTIONS  
(IF APPLICABLE)**

**DVBE PARTICIPATION REQUIREMENT.** The Disabled Veteran Business Enterprise (DVBE) Participation Goal Program for State contracts is established in Public Contract Code (PCC) section 10115 et seq., Military and Veterans Code (MVC) section 999 et seq., and California Code of Regulations (CCR), title 2, section 1896.60 et seq. This solicitation DOES NOT include a minimum DVBE participation requirement. DVBE participation is NOT required in the bid or proposal. However, a DVBE incentive will be applied as provided below.

**DVBE INCENTIVE.** The State will apply a DVBE incentive for responsive bids or proposals from responsible proposers that propose DVBE participation. The DVBE incentive will vary in relation to the percentage of confirmed DVBE participation. The following percentages shall apply.

Confirmed DVBE Participation of	DVBE Incentive
5% and above	5%
4% to 4.99% inclusive	4%
3% to 3.99% inclusive	3%
2% to 2.99% inclusive	2%
1% to 1.99% inclusive	1%

As applicable:

(1) Awards based on low price – The DVBE incentive is applied by reducing the net price by the amount of DVBE incentive as computed from the lowest responsive net price submitted by a responsible proposer. The DVBE incentive is for evaluation purposes only. Application of the DVBE incentive shall not displace an award to a small business with a non-small business.

(2) Awards based on high score – The DVBE incentive is a percentage of the total possible available points, not including points for socioeconomic incentives or preferences. The DVBE incentive points are included in the sum of non-cost points. The DVBE incentive points cannot be used to achieve any applicable minimum point requirements.

Firms who have been certified by California as a DVBE (or who are bidding rental equipment and have obtained the participation of subcontractors certified by California as a DVBE) must also submit a completed form **DGS PD 843 (Disabled Veteran Business Enterprise Declaration)**. All disabled veteran owners and disabled veteran managers of the DVBE(s) must sign the form(s). Should the form not be included with the solicitation, contact the State contracting official or obtain a copy at the following website: [https://www.documents.dgs.ca.gov/dgs/fmc/gs/pd/pd\\_843.pdf](https://www.documents.dgs.ca.gov/dgs/fmc/gs/pd/pd_843.pdf). The completed form should be included with the proposal response.

At the State's option prior to award, firms may be required to submit additional written clarifying information. Failure to submit the requested written information as specified may be grounds for proposal rejection.

**RESOURCES AND INFORMATION\***

---

<b>U.S. Small Business Administration:</b> Central Contractor Registration on-line database <a href="https://uscontractorregistration.com/">https://uscontractorregistration.com/</a>	<b>FOR:</b> Service-Disabled Veteran-Owned Businesses in California
<b>Local Organizations:</b> DVBE local contacts <a href="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">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</a>	<b>FOR:</b> List of Potential DVBE Subcontractors
<b>Department of General Services, Procurement Division (DGS-PD) eProcurement:</b> Website: <a href="https://caleprocure.ca.gov/">https://caleprocure.ca.gov/</a> Phone: (916) 375-2000 Email: <a href="mailto:eprocure@dgs.ca.gov">eprocure@dgs.ca.gov</a>	<b>FOR:</b> <ul style="list-style-type: none"><li>• SB/DVBE Search</li><li>• CSCR Advertisements</li><li>• Training Modules</li></ul>
<b>DGS-PD Office of Small Business and DVBE Services (OSDS):</b> 707 Third Street, Room 1-400, West Sacramento, CA 95605 Website: <a href="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">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</a> OSDS Receptionist: (916) 375-4940 PD Receptionist: (800) 559-5529 Fax: (916) 375-4950 Email: <a href="mailto:osdchelp@dgs.ca.gov">osdchelp@dgs.ca.gov</a>	<b>FOR:</b> <ul style="list-style-type: none"><li>• Directory of OSDS Certified DVBEs</li><li>• Certification Applications</li><li>• Certification Information</li><li>• Certification Status, Concerns</li><li>• General DVBE Program Information</li><li>• DVBE Business Utilization Plan</li><li>• SB/DVBE Advocates</li><li>• Lists of Trade and Focus Publications</li></ul>

---

**Commercially Useful Function Definition**

Military and Veterans Code section 999(b)  
California Code of Regulations, title 2, section 1896.62()

**ATTACHMENT 17: GENERATIVE ARTIFICIAL INTELLIGENCE (GenAI) NOTIFICATION**

The State of California seeks to realize the potential benefits of GenAI, through the development and deployment of GenAI tools, while balancing the risks of these new technologies.

Government Code 11549.64 defines Generative Artificial Intelligence (GenAI) as an artificial intelligence system that can generate derived synthetic content, including text, images, video, and audio that emulates the structure and characteristics of the system's training data.

Proposer must notify the State in writing if it:

1. Intends to provide GenAI as a deliverable to the State; or
2. Intends to utilize GenAI, including GenAI from third parties, to complete all or a portion of any deliverable that materially impacts:
  - (i) functionality of a State system,
  - (ii) risk to the State, or
  - (iii) contract performance.

For avoidance of doubt, the term "materially impacts" shall have the meaning set forth in State Administrative Manual (SAM) [S4986.2](#) – Definitions for GenAI.

**Failure to report GenAI to the State may result in disqualification. The State reserves the right to seek any and all relief to which it may be entitled to as a result of such non-disclosure.**

**SCO ID:**

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

**SAMPLE STANDARD AGREEMENT**

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER

PURCHASING AUTHORITY NUMBER (If  
Applicable)

SAMPLE

1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

ScholarShare Investment Board

CONTRACTOR NAME

TBD

2. The term of this Agreement is:

START DATE

April 17, 2026 (or upon approval by the Department of General Services, whichever is later)

THROUGH END DATE

April 16, 2028

3. The maximum amount of this Agreement is:

TBD

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Agreement.

Exhibits	Title	Pages
Exhibit A	Scope of Work	4
Exhibit A, Attachment 1	Resumes of Key Personnel	X
Exhibit B	Budget Detail and Payment Provisions	2
Exhibit B, Attachment 1	Cost Proposal	3
Exhibit C*	General Terms and Conditions (GTC 02/2025)	1
Exhibit D	Special Terms and Conditions	9
	RFP and Contractor's response thereto are incorporated by reference and made part of this Agreement	

*Items shown with an asterisk (\*), are hereby incorporated by reference and made part of this agreement as if attached hereto.*

*These documents can be viewed at <https://www.dgs.ca.gov/OLS/Resources>*

**IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.**

**CONTRACTOR**

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

TBD

CONTRACTOR BUSINESS ADDRESS	CITY	STATE	ZIP
PRINTED NAME OF PERSON SIGNING	TITLE		
CONTRACTOR AUTHORIZED SIGNATURE	DATE SIGNED		

**SCO ID:**

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

**SAMPLE STANDARD AGREEMENT**

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER

PURCHASING AUTHORITY NUMBER (If  
Applicable)

SAMPLE

**STATE OF CALIFORNIA**

CONTRACTING AGENCY NAME

ScholarShare Investment Board

CONTRACTING AGENCY ADDRESS

915 Capitol Mall

CITY

Sacramento

STATE

CA

ZIP

95814

PRINTED NAME OF PERSON SIGNING

Cassandra DiBenedetto

TITLE

Executive Director

CONTRACTING AGENCY AUTHORIZED SIGNATURE

DATE SIGNED

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL

EXEMPTION (If Applicable)

**EXHIBIT A**  
**(Standard Agreement)**

**SCOPE OF WORK**

**1. Scope Overview**

The ScholarShare Investment Board (SIB or Board) is the State agency responsible for the administration of ScholarShare 529 (Plan), California's 529 college savings plan, and the California Kids Investment and Development Savings Program (CalKIDS or Program). As of September 30, 2025, there are more than 476,000 ScholarShare 529 accounts with \$16.9 billion in assets under management (AUM) and more than 5.4 million CalKIDS accounts with over than \$2.3 billion in AUM.

A qualified investment consultant is needed to assist SIB in its role as fiduciaries to the Trust. The investment consultant would assist SIB with revising (as needed) the statement of investment policy for the Trust and monitoring the investment performance of the ScholarShare program manager(s), currently TIAA-CREF Tuition Financing, Inc. (TFI). The current ScholarShare [Statement of Investment Policy](#) (Investment Policy) and [Monitoring Procedures and Criteria](#) are available online at <https://www.treasurer.ca.gov/scholarshare/index.asp>. More information about ScholarShare 529 and CalKIDS can be found online at [www.scholarshare529.com](http://www.scholarshare529.com) and [www.calkids.org](http://www.calkids.org), respectively.

**2. Scope of Work**

The following scope of work details SIB's expectations for an investment consultant. These investment consultant services include the following:

- Under the direction of SIB or its designee, analyze and evaluate asset allocation plans for the Trust based on age groups of its beneficiaries as well as allocation for risk reduction.
- Review and analyze the investment performance of the program manager(s) of the Trust using criteria developed by SIB as well as criteria developed by the program manager(s) or outside consultants. Periodically, there may be additional evaluations comparing ScholarShare 529 investment performance and fees to the performance between the national plans and/or other 529 state plans. Additional analysis may include other peer reviews, gap analyses, and/or feasibility studies and projections.
- Regularly review and propose changes to the Investment Policy and Monitoring Procedures as needed.
- Conduct monthly evaluations of the Trust which compare monthly investment results to appropriate indices and SIB policies, including compliance by the program manager(s) to these policies, and provide evaluations to SIB or its designee within 10 business days of receiving the data from each program manager.

**EXHIBIT A**  
**(Standard Agreement)**

- Advise SIB or its designee of which data should be reported from the program manager(s).
- Provide clarification and assistance to SIB in understanding various investment vehicles and the investment market. This may include providing training seminars, as necessary, on rates of return, investment products, strategies or other fundamental concepts of investing to SIB and its staff.
- Inform the SIB or its designee in the event of significant changes in the investment climate or market conditions that could affect Trust investments.
- Provide general advice, counsel, analyses, and recommendations on a variety of investment related matters regarding the Trust, including but not limited to, investment personnel, investment strategy, investment menu design, as well as overall investment health of the program manager(s), other 529 vendors, and 529 industry issues and trends.
- Review and evaluate investment vehicles, options, and/or funds proposed for the Board's consideration for potential inclusion to the Plan pursuant to the Board's procedures and in discussion with SIB staff and the program manager(s), as applicable.
- Participate in the development of request for proposals and subsequent selection process.
- Work with SIB's consultants and program manager(s) if needed.
- Participate in meetings with SIB staff, program manager(s), fund managers, stakeholders, and/or outside agencies or research companies, which may include due diligence meetings and annual program reviews.
- Attend SIB meetings unless notified otherwise by the SIB or its designee. It is anticipated that the SIB will meet approximately four times per year.
- Be available to consult with SIB members and the Executive Director from 8:00 a.m. to 5:00 p.m. Pacific Time, Monday through Friday.
- Respond to the need for telephone consultation within a 24-hour period and be available for meetings with SIB with no greater than 10 days' notice.

**3. Location of Services**

The services shall be performed at the offices of the selected Contractor and at the offices of appropriate affiliates, related entities, subsidiaries and subcontractors; however, there will be some mandatory meetings at 915 Capitol Mall, Sacramento, California 95814.

**4. Contractor's Personnel**

The selected Contractor shall ensure that the quality and availability of its personnel assigned to this agreement will be maintained over the term of the agreement. Any changes in assigned personnel are at the discretion of the Firm, provided that any replacements have substantially the same as or better qualifications and experience than the original personnel.

**EXHIBIT A**  
**(Standard Agreement)**

**5. Performance Criteria**

The performance of the selected Contractor will be evaluated based on the criteria outlined below.

- Responsiveness and timeliness in responding to inquiries made by SIB (members, Executive Director, and staff).
- Availability to SIB for conference calls and board meetings, as needed.
- Quality, completeness and timeliness in providing reports, memos, analyses and recommendations to SIB for review and consideration.
- Quality and accuracy of information, data and support included in all products submitted to SIB.
- Ability to provide SIB with, or direct SIB, to appropriate resources for information.
- Ability to provide SIB with up-to-date information on industry standards, changes in the law and state comparisons.
- Availability of resources to adequately perform on contract requirements (staff, consultants, etc.).
- Demonstrates working relationships with industry peers and organizations.
- Demonstrates the ability to provide day-to-day management of tasks, coordination of support and administrative activities, and supervision of all employees.
- Possesses the technical and functional skills, and knowledge to direct all aspects of the contract.

**6. Term of Agreement**

The term of the agreement will be April 17, 2026 through April 16, 2028 with a maximum amount of \$300,000. At the option of the State, the agreement may be extended for one additional year and an additional \$150,000. The agreement, including amendment(s), is subject to the approval of SIB and the Department of General Services (DGS). In no event shall services be performed prior to the approval of the agreement by the DGS Office of Legal Services.

**7. Project Representatives**

The project representatives during the term of this agreement will be:

State Agency: ScholarShare Investment Board	Contractor:
Name: Cassandra DiBenedetto	Name:
Phone: (916) 651-6380	Phone:
Email: <a href="mailto:Cassandra.DiBenedetto@treasurer.ca.gov">Cassandra.DiBenedetto@treasurer.ca.gov</a>	Email:

**EXHIBIT A**  
**(Standard Agreement)**

**8. Distribution / Ownership / Confidentiality of Data**

The distribution of all data produced by the Contractor is restricted to SIB. This data becomes property of SIB, and SIB reserves exclusive rights to its further dissemination. In addition, Contractor shall keep confidential any information which identifies, or may identify, ScholarShare 529 or CalKIDS account holders.

**9. Conflict of Interest**

Contractor may not currently or during the term of this agreement have a contractual or other business relationship with any investment management services contractor that provides services for the Trust or any investment manager directing funds in the ScholarShare 529 portfolio, either on its own or in partnership, with other entities. The Contractor shall notify SIB immediately in the event that such a relationship begins. Should the Contractor begin such a relationship, the agreement may be terminated immediately by SIB on the ground of conflict of interest and any payments made subsequent to the creation of the conflict shall be disgorged by the contract. Also, the Contractor may continue to perform and receive payment under this agreement only if SIB executes a written waiver of conflict, which waiver may not be given retroactive effect.

This section applies to any subcontractors the Contractor may utilize for this agreement. Ownership of a ScholarShare 529 account does not constitute a business relationship for the purposes of this article.

**EXHIBIT A, ATTACHMENT 1  
(Standard Agreement)**

**RESUMES OF KEY PERSONNEL**

**EXHIBIT B**  
**(Standard Agreement)**

**BUDGET DETAIL AND PAYMENT PROVISIONS**

**1) Invoicing and Payment**

- A. For services satisfactorily rendered, and upon receipt and approval of the invoices, the State agrees to compensate the Contractor for actual expenditures incurred in accordance with the rate specified herein, which is attached hereto as Exhibit B, Attachment 1 and made part of this agreement. The rates for necessary traveling expenses and per diem shall be set in accordance with 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 SIB.
- B. Invoices shall include Agreement No. SIB02-25 and shall be submitted not more frequently than monthly in arrears to:

ScholarShare Investment Board  
Attention: Cassandra DiBenedetto  
P.O. Box 942809  
Sacramento, CA 94209-0001  
Email: [scholarshare@treasurer.ca.gov](mailto:scholarshare@treasurer.ca.gov)

In consideration for the satisfactory completion of the services described herein, SIB agrees to pay Contractor, in arrears, upon receipt of an invoice, for services rendered under this Agreement. The invoice shall be submitted by Contractor in sufficient scope and detail to define the actual work performed and specific milestones completed, including a description of the activities of Contractor and subcontractors and the hours allocated to those activities.

**2) Budget Contingency Clause**

- A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement.
- B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an agreement amendment to Contractor to reflect the reduced amount.

**EXHIBIT B**  
**(Standard Agreement)**

**3) Prompt Payment Clause**

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 9.

**EXHIBIT B, ATTACHMENT 1**  
**(Standard Agreement)**

**COST PROPOSAL**

**EXHIBIT C  
(Standard Agreement)**

**GENERAL TERMS AND CONDITIONS**

Exhibit C to this Agreement, the General Terms and Conditions (GTC 02/2025), is hereby incorporated by reference and made part of this agreement as if attached hereto. The General Terms and Conditions can be viewed at

<https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language>

**EXHIBIT D**  
**(Standard Agreement)**

**SPECIAL TERMS AND CONDITIONS**

**1. Excise Tax**

The State of California is exempt from federal excise taxes, and no payment will be made for any taxes levied on employees' wages. The State will pay for any applicable State of California or local sales or use taxes on the services rendered or equipment or parts supplied pursuant to this Agreement. California may pay any applicable sales and use tax imposed by another state.

**2. Settlement of Disputes**

In the event of a dispute, Contractor shall file a "Notice of Dispute" with a Deputy Treasurer of the State Treasurer's Office within ten (10) days of discovery of the problem. Within ten (10) days, the Deputy Treasurer shall meet with the representatives of Contractor and the State identified in Section 7 of Exhibit A for purposes of resolving the dispute. The decision of the Deputy Treasurer shall be final.

In the event of a dispute, the language contained within this Agreement shall prevail over any other language including that of any bid or proposal.

**3. Evaluation of Contractor**

Pursuant to Public Contract Code sections 10367 and 10369 within sixty (60) days after the completion of this Agreement, the State shall complete a written evaluation of Contractor's performance under this Agreement. If this Agreement is a contract for consultant services and if Contractor did not satisfactorily perform the work, a copy of the evaluation will be sent to the Department of General Services (DGS), Office of Legal Services, and to the Contractor within fifteen (15) working days of the completion of the evaluation in accordance with Public Contract Code section 10371.

**4. No Agency Liability**

The Contractor warrants by execution of this Agreement that no person or selling agency has been employed or retained to solicit or secure this Agreement upon agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach or violation of this warranty, the State shall, in addition to other remedies provided by law, have the right to annul this Agreement without liability, paying only for the value of the work actually performed, or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee.

**EXHIBIT D**  
**(Standard Agreement)**

**5. Potential Subcontractors**

Nothing contained in this Agreement or otherwise, shall create any contractual relationship between the State and any subcontractors, and no subcontract shall relieve the Contractor of his responsibilities and obligations hereunder. The Contractor agrees to be as fully responsible to the State for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the Contractor. The Contractor's obligation to pay its subcontractors is an independent obligation from the obligation of the State to make payments to the Contractor. As a result, the State shall have no obligation to pay or to enforce the payment of any moneys to any subcontractor.

**6. Force Majeure**

Neither party to this Agreement shall be liable for damages resulting from delayed or defective performance when such delays arise out of causes beyond the control and without the fault or negligence of the offending party. Such causes may include, but are not restricted to, acts of God or of the public enemy, acts of the State in its sovereign capacity, fires, floods, power failure, disabling strikes, epidemics, quarantine restrictions, and freight embargoes.

**7. Waivers**

No delay on the part of any party in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall any waiver on the part of any party of any right, power or privilege hereunder, nor any single or partial exercise of any right, power or privilege hereunder, preclude any other or further exercise thereof or the exercise of any other right, power or privilege hereunder.

**8. Incorporation of Amendments to Applicable Laws**

Any references to sections of federal or state statutes or regulations shall be deemed to include a reference to any amendments thereof and any successor provisions thereto.

**9. Confidentiality**

All financial, statistical, personal, technical and other data and information relating to the operations of the State which are designated confidential by the State and become available to Contractor shall be protected by Contractor from unauthorized use and disclosure.

**EXHIBIT D**  
**(Standard Agreement)**

**10. Titles/Section Headings**

Titles and headings are for convenience of reference only, and shall have no effect on the construction or legal effect of this Agreement.

**11. Choice of Law**

Notwithstanding Paragraph 14 of Exhibit C (General Terms and Conditions), this Agreement shall be administered, construed, and enforced according to the laws of the State of California

(without regard to any conflict of laws provisions) to the extent such laws have not been preempted by applicable federal law. Any suit brought hereunder, including any action to compel arbitration or to enforce any award or judgment rendered thereby, shall be brought in state court sitting in Sacramento, California, the parties hereby waiving any claim or defense that such forum is not convenient or proper. Each party agrees that any such court shall have in personam jurisdiction over it and consents to service of process in any manner authorized by California law.

**12. Notices**

The parties agree that to avoid unreasonable delay in the progress of the services performed hereunder, Contractor and the State have designated in Section 7 of Exhibit A specific staff representatives for the purpose of communication between the parties. Any notice or other written communication required or which may be given hereunder shall be deemed given when delivered personally, or by mail three (3) days after the date of mailing, unless by express mail then upon the date of confirmed receipt, to the representatives named in Section 7 of Exhibit A.

Either party hereto may, from time to time by notice in writing served upon the other as aforesaid, designate a different mailing address or a different or additional person to which all such notices or demands thereafter are to be addressed.

**13. Permits and Licenses**

Contractor shall carry out its duties and responsibilities herein in accordance with, be limited in the exercise of its rights by, and observe and comply with, all federal, state, city and county laws, rules or regulations affecting services under this Agreement. Contractor shall procure and keep in full force and effect during the term of this Agreement all permits and licenses necessary to accomplish the work contemplated in this Agreement.

**EXHIBIT D  
(Standard Agreement)**

**14. Books and Records**

Contractor shall keep accurate books and records connected with the performance of this Agreement for a period of at least three (3) years. Contractor shall ensure that books and records of subcontractors, suppliers, and other providers shall also be accurately maintained. Such books and records shall be kept in a secure location and shall be available for inspection and copying by the State and its representatives at any time.

**15. Key Personnel**

- a. A resume for each member of Contractor's staff who will exercise a significant administrative, policy, or consulting role under this Agreement is attached to this Agreement as Exhibit A, Attachment 1. These members of Contractor's staff shall be hereafter referred to (both individually and collectively) as "Key Personnel."
- b. Contractor shall not substitute, replace or reassign Key Personnel without the prior approval of the State and an amendment to this Agreement.
- c. This Agreement may be terminated immediately, in the sole discretion of the State and upon written notice from the State to Contractor, because of any change in or departure of any of the Key Personnel.

**16. Changes in Control, Organization or Key Personnel**

Contractor shall promptly, and in any case within five (5) days, notify the State in writing: (i) if any of Contractor's representations and warranties, as set forth in this Agreement, cease to be true at any time during the term of this Agreement; (ii) of any change in Contractor's staff who exercises a significant administrative, policy, or consulting role under this Agreement, including without limitation any Key Personnel; (iii) of any change in the majority ownership, control, or business structure of Contractor; or (iv) of any other material change in Contractor's business, partnership or corporate organization. All written notices from Contractor under this provision shall contain sufficient information to permit the State to evaluate the changes within Contractor's staff or organization under the same criteria as was used by the State in its award of this Agreement to Contractor.

**17. Insurance Requirements**

Contractor warrants that it carries adequate liability, worker's compensation and other necessary insurance and shall maintain such insurance at levels acceptable to the State in full force and effect during the term of this Agreement. Contractor agrees to furnish satisfactory evidence of this insurance coverage to the State upon request.

**EXHIBIT D  
(Standard Agreement)**

**18. Subcontractors**

- a. Contractor shall perform the work contemplated by this Agreement with resources available within its own organization except for subcontracted work identified in this Agreement or other attachment incorporated hereto. No other portion of the work pertinent to this Agreement shall be subcontracted without written authorization by the State. The subcontractor must be mutually agreed upon in advance by both parties.
- b. Contractor shall require that any subcontractor agree to be bound by all provisions of this Agreement, as applicable.

**19. Notice of Proceedings**

Contractor shall promptly notify the State in writing of any investigation, examination or other proceeding involving Contractor, including any Key Personnel, commenced by any regulatory agency, which proceeding is not conducted in the ordinary course of Contractor's business.

**20. Cumulative Remedies**

The rights and remedies provided herein are cumulative and are not exclusive of any rights or remedies that any party may otherwise have at law or in equity.

**21. Binding Effect**

This Agreement, any instrument or agreement executed pursuant to this Agreement, and the rights, covenants, conditions and obligations of Contractor and the State contained therein, shall be binding upon the parties and their successors, assigns and legal representatives.

**22. Publicity**

No publicity release or announcement concerning this Agreement or the transactions contemplated herein shall be issued by Contractor without advance written approval by the State.

**23. Services or Procurement Resulting from Agreement**

Neither Contractor, nor any of its subsidiaries, officers or directors, may submit a bid or be awarded a contract for the provision of services, procurement of goods or supplies, or any other related action which is required, suggested, or otherwise deemed to be an outgrowth of the advice or recommendations that Contractor provides under this Agreement.

**EXHIBIT D**  
**(Standard Agreement)**

**24. Agreement Does Not Violate Law**

Contractor represents and warrants that neither the execution of this Agreement nor the acts contemplated hereby nor compliance by Contractor with any provisions hereof will:

- a. Violate any provision of the charter documents of Contractor;
- b. Violate any statute or law or ordinance or any judgment, decree, order, regulation or rule of any court or governmental authority applicable to Contractor; or
- c. Violate, or be in conflict with, or constitute a default under, or permit the termination of, or require the consent of any person under, any agreement to which Contractor may be bound, the violation of which in the aggregate would have a material adverse effect on the properties, business, prospects, earnings, assets, liabilities or condition (financial or otherwise) of Contractor.

**25. Power and Authority**

Contractor represents and warrants that it has the power and authority to enter into this Agreement and to carry out its obligations hereunder. The execution of this Agreement has been duly authorized by Contractor and no other proceeding on the part of Contractor is necessary to authorize this Agreement. Contractor has completed, obtained and performed all registrations, filings, approvals, authorizations, consents or examinations required by any government or governmental authority for its acts contemplated by this Agreement.

**26. Signature Authorization**

The person signing this Agreement warrants that he/she is an agent of Contractor and is duly authorized to enter into this Agreement on behalf of Contractor.

**27. Entire Agreement; Order of Precedence**

- a. This Agreement, including documents that have been incorporated in this Agreement by reference, contains all representations and the entire understanding between the parties hereto with respect to the subject matter hereof. Any prior correspondence, memoranda or agreements are replaced in total by this Agreement.
- b. In the event there are any inconsistencies or ambiguities among the terms of this Agreement and incorporated documents, the following order of precedence shall be used: (i) applicable laws; (ii) the terms and conditions of this Agreement, including exhibits and attachments; (iii) the Request for Proposal (RFP) if any; (iv) Contractor's response to the RFP if any; and (v) any other provisions, terms, or materials incorporated herein.

**EXHIBIT D  
(Standard Agreement)**

**28. Termination at Option of the State**

In addition to the provisions of Paragraph 7 of Exhibit C (General Terms and Conditions), this Agreement may be terminated in whole or in part at any time upon 30 calendar days' written notice by the State, for any reason. Upon receipt of a termination notice, Contractor shall promptly discontinue all services affected unless the notice specifies otherwise. In the event the State terminates all or a portion of this Agreement for any reason, it is understood that the State will provide payment to Contractor for satisfactory services rendered prior to the termination, but not in excess of the maximum amount of this Agreement.

**29. Termination for Insolvency**

Contractor shall notify the State immediately in writing in the event that Contractor files any federal bankruptcy action or state receivership action, any federal bankruptcy or state receivership action is commenced against Contractor, Contractor is adjudged bankrupt, or a receiver is appointed and qualifies. In the event of any of the foregoing events, or if the State determines, based on reliable information, that there is a substantial probability that Contractor will be financially unable to continue performance under this Agreement, the State may terminate this Agreement and all further rights and obligations immediately.

**30. Completion**

In the event of termination for default, the State reserves the right to take over and complete the work by contract or other means. In such case, Contractor will be liable to the State for any additional cost incurred by the State to complete the work whether reimbursed or not.

**31. Effect of Termination**

All duties and obligations of the State and Contractor shall cease upon termination of this Agreement, except that:

- a. Each party shall remain liable for any rights, obligations, or liabilities arising from activities carried on by it under this Agreement prior to the effective date of termination; and
- b. Contractor shall provide for the return of all records of the State to the State or its designee and shall cooperate fully to effect an orderly transfer of services.

**32. Termination for Expatriation**

Contractor shall notify the State immediately in writing in the event that Contractor or its parent files any notice with the Securities and Exchange Commission that Contractor intends to reincorporate offshore. In the event of such notice, the State may terminate this Agreement.

**EXHIBIT D  
(Standard Agreement)**

and all further rights and obligations immediately by giving five (5) days' notice in writing in the manner specified herein.

**33. Compliance With Political Reform Act**

**Contractor acknowledges that the State is subject to the provisions of the Political Reform Act (Government Code section 81000 et seq. and all regulations adopted thereunder, including, but not limited to, California Code of Regulations, title 2, section 18700 et. seq.)** and Contractor shall comply promptly with any requirement thereunder. If required by law, Contractor shall require its personnel, including without limitation, its Key Personnel all later substitutions therefore, to file Statements of Economic Interests in compliance with the Conflict of Interest Code for the Office of the State Treasurer and the various boards, authorities, commissions, and committees chaired by the State Treasurer (California Code of Regulations, title 2, section 1897). All such reports shall be filed simultaneously with the State.

**34. Darfur Contracting Act**

Effective January 1, 2009, all Invitations for Bids (IFB) or Requests for Proposals (RFP) for goods or services must address the requirements of the Darfur Contracting Act of 2008 (Act). (Public Contract Code section 10475 et seq.) The Act was passed by the California Legislature and signed into law by the Governor to preclude State agencies generally from contracting with "scrutinized" companies that do business in the African nation of Sudan of which the Darfur region is a part, for the reasons described in Public Contract Code section 10475.

A scrutinized company is a company doing business in Sudan as defined in Public Contract Code section 10476. Scrutinized companies are ineligible to, and cannot, bid on or submit a proposal for a contract with a State agency for goods or services. (Public Contract Code section 10477(a).)

Therefore, Public Contract Code section 10478(a) requires a company that currently has (or within the previous three years has had) business activities or other operations outside of the United States to certify that it is not a "scrutinized" company when it submits a bid or proposal to a State agency. A scrutinized company may still, however, submit a bid or proposal for a contract with a State agency for goods or services if the company first obtains permission from DGS according to the criteria set forth in Public Contract Code section 10477(b).

**35. Labor Neutrality Policy**

SIB recognizes the value of labor organizing and encourages the entities with which it contracts to demonstrate that they also value this principle by encouraging management neutrality in labor organizing activities.

**EXHIBIT D**  
**(Standard Agreement)**

To remain "neutral" means not to take any action or make any statement that will directly or indirectly state or imply any support for or opposition to the selection by the Contractor's employees of a collective bargaining agent, or preference or opposition to any particular union as a bargaining agent. Nothing in this section obligates or prohibits the Contractor from entering into private neutrality, labor peace or other lawful agreements with a labor organization seeking to represent or who currently represents the Contractor's employees.

**36. Executive Order N-6-22 Russia Sanctions**

The Contractor shall comply with Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. "Economic Sanctions" refers to sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law. The EO directs state agencies to terminate contracts with, and to refrain from entering any new contracts with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, should the State determine the Contractor is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of this agreement. The State shall provide the Contractor advance written notice of such termination, allowing the Contractor at least 30 calendar days to provide a written response. Termination shall be at the sole discretion of the State.