REQUEST FOR PROPOSAL – Secondary Method  
Notice to Prospective Proposers

May 26, 2020

RFP NO.: 1020-005

TITLE: Strong-Motion Data Interpretation: Buildings

The California Strong Motion Instrumentation Program (CSMIP) of the California Geological Survey, Department of Conservation (Department) requires the services of a contractor to interpret and analyze strong-motion data on building response. You are invited to review and respond to this Request for Proposal (RFP), entitled 1020-005 Strong-Motion Data Interpretation: Buildings. In submitting your proposal, you must comply with these instructions listed herein. The Department must receive proposals by June 30, 2020 at 5:00 PM.

Note that all agreements entered into with the State of California will include by reference General Terms and Conditions (04/2017) and Contractor Certification Clauses (04/2017). If you do not have Internet access, a hard copy can be provided by contacting the person listed below.

In the opinion of the Department, this RFP is complete and without need of explanation. However, the Department may release, in a timely manner, an addendum to this RFP. Potential proposers may submit questions regarding intent, expectations, or other topics pertaining to the actual proposal by contacting Benjamin Brown via email at: ServiceContracts@conservation.ca.gov. Questions must be received by June 9, 2020 at 5:00 PM. All questions received by the Department will be answered and posted to Cal eProcure by June 16, 2020 at 5:00 PM.

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

Benjamin Brown  
Department Contracts Analyst  
ServiceContracts@conservation.ca.gov
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I. Description of Services

A. Overview

As part of its annual Data Interpretation Project, the California Strong Motion Instrumentation Program (CSMIP) of the California Geological Survey, Department of Conservation (Department) requires the services of a contractor to interpret and analyze strong-motion data on building response. The Department intends to award one (1) service contract for this RFP.

In general, the goal of the CSMIP Data Interpretation Project is to further the understanding of strong ground shaking and the response of buildings and other structures, and to increase the utilization of strong-motion data in improving seismic code provisions, and seismic design practices, and post-earthquake response. Projects funded as part of the CSMIP Data Interpretation Project are unlike many other grants in that CSMIP projects are contracted with requirements and timetables for products, as opposed to more flexible research grants. CSMIP is advised by the Strong Motion Instrumentation Advisory Committee (SMIAC), a committee of the California Seismic Safety Commission.

B. Period of Performance/Available Funding

The schedule of performance of the Agreement shall be from October 1, 2020, or upon Department of General Services (DGS) approval, whichever is later, through November 1, 2022. The Contractor agrees to start work no later than thirty (30) days after the DGS approval, or a mutually agreed upon time. The Department will award a maximum of $80,000 for the Agreement.

Upon mutual consent, the Department and the Contractor may execute amendments to the executed Agreement for time due to schedule conflicts. A variation of the terms (i.e. change in project representative) requires mutual consent from the Department and Contractor and may be done through email. No verbal understanding, or agreement not incorporated into the executed Agreement is binding on either party.

C. Project Representatives

Project Representatives for the Department and the Contractor will be identified in this section.

Technical Contract Officer
The Department Technical Contract Officer’s responsibilities include monitoring contract progress and reviewing and approving the reports and other information delivered to the Department. The Technical Contract Officer does not have authority to issue technical direction that constitutes an assignment of additional work outside the scope of the contractor, or causes a change in the total costs or time required for performance of the contract.
D. Background

The California Strong Motion Instrumentation Program (CSMIP) has instrumented more than 260 buildings in California. The materials used for the structural system of these buildings include wood, masonry, concrete and steel. The building heights range from 1 to 73 stories. These buildings were extensively instrumented with accelerometers on selected floors. The acceleration records obtained from these buildings during earthquakes are routinely integrated and processed to compute velocity, displacement and response spectra. The raw and processed data are available to the users at the Center for Engineering Strong Motion Data (CESMD; https://www.strongmotioncenter.org). The CESMD website allows users to search for buildings and select strong-motion records. A brief description of the lateral force resisting system and the sensor locations in each building are also available at the CESMD.

E. Progress and Final Reports

**Reports:** The Contractor agrees to prepare the following reports during the course of the Agreement:

1. **Progress Reports:** Four progress reports are to be submitted. These progress reports will be due at approximately four (4) month increments from the contract start date. These will summarize progress and typically not be over two (2) pages in length.

2. **SMIAC Meetings:** To review the progress and assist the Contractor in the project work, the Contractor will be requested to present the project progress in the meetings of the SMIAC. CSMIP staff may also meet with the Contractor to review the project progress.

3. **Seminar:** Project reporting for the Agreement includes participation by the Contractor in two CSMIP Data Utilization Seminars to be held in California. The date and location of the seminars will be determined by SMIAC, and the Contractor will be notified before the seminars. The seminars are a forum for the presentation of project results to members of SMIAC and its subcommittees, to State and local government officials, and to engineers and seismologists involved in the reduction of earthquake hazard in California. To accompany the presentation, a fifteen (15) page paper is to be submitted to CSMIP **ten (10) days prior to each seminar**. The paper will be published in the seminar proceedings. Travel costs necessary to attend the seminars and SMIAC meetings are to be included in the Contractor’s budget. It is required that the Contractor makes the presentation at the seminars.

4. **Final Report:** The final report on the results of the project shall be prepared according to a standard format to be provided by CSMIP. The report will include a page summarizing the results. The Contractor shall submit by **August 1, 2022** the draft final report for review by CSMIP and SMIAC. Comments shall be provided on the draft report, and the Contractor shall forward to CSMIP a copy of the final report by **November 1, 2022**, incorporating all reasonable alterations and additions requested. CSMIP intends to publish the report, at CSMIP expense, as part of a standard CSMIP Data Interpretation Report Series.
F. Work to be Performed

Contractor agrees to provide to the Department all services as described herein:

The proposed study should utilize the strong-motion data recorded from selected CSMIP instrumented buildings to further the understanding of the seismic responses of the building structures. The proposed study should contain at least one of the following objectives:

i. To validate or improve seismic analysis procedures
ii. To improve seismic provisions in the building code and seismic design practices
iii. To increase utilization of strong-motion data in post-earthquake response

Other objectives of relevance to California seismic safety will be considered if their importance is clearly demonstrated in the proposal. The proposed study must utilize CSMIP data. However, the proposed study may supplement CSMIP data with other local or global buildings or ground response data if necessary.

The following five (5) components are required in your response (no page limit):

a. Problem Statement

A clear and concise statement of the specific objectives to be accomplished in the proposed study. The proposed approach for accomplishing these objectives should be clearly described. The proposers should review previous studies and explain how the proposed study will build on the results of previous related studies.

b. Vision

A brief list of existing strong-motion records and other information appropriate for the proposed study. Availability of strong-motion data and other pertinent information for the project's needs should be identified and discussed.

c. Overview of Research Tasks

A brief discussion and analysis of the strong-motion data for the proposed study. The analysis techniques that will be applied to the data should be described.

d. Research Plan

A work schedule detailing the tasks, milestones and deadlines (incorporating progress reporting requirements provided in Exhibit B).

e. Final Report and Result Dissemination

A plan for submittal of the final report and dissemination of the results, including preparation of the final report and presentation at CSMIP seminars held during the
contract term (described in the Progress and Final Reports section).

G. Dissemination of Results

The Contractor is encouraged to disseminate data interpretation results to the scientific and engineering communities through papers in refereed technical journals. The State may publish, reproduce, and use technical information developed as a result of the Agreement in any manner and for any purpose, without limitation, and may authorize others to do the same.

H. Publications:

All reports containing work performed during the project period shall include the following statement:

“The contents of this report were developed under Contract No. 1020-005 from the California Department of Conservation, California Geological Survey, Strong Motion Instrumentation Program. However, these contents do not necessarily represent the policy of that agency or endorsement by the State Government.”

Papers and journal articles shall include the following statement:

“Supported by the California Department of Conservation, California Geological Survey, Strong Motion Instrumentation Program Contract No. 1020-005.”

II. Budget Detail and Payment Provisions

A. Invoicing and Payment

Payment for services performed under the Agreement will be made upon receipt of an acceptable invoice. The Contractor shall invoice the Department by way of progress payments. Invoices may be submitted not more frequently than once in a month to:

Department of Conservation
801 K Street, MS 13-35
Sacramento, CA 95814
ATTN: TBD

An acceptable invoice must include:

- Date(s) of work performance
- Contractor’s name and address
- Department’s name and address
- Department Agreement number
- Appropriate itemization, that matches the Budget Detail
Progress payments will be made for services performed under the Agreement, not less than fifteen-percent (15% of the contract amount shall be withheld pending final completion of the Agreement, and receipt and acceptance by the Department required under the Agreement.

The Department will verify and approve or disapprove the invoice item(s). If the Department does not approve the invoices item(s), the Department will dispute the invoice, per Prompt Payment Act, and provide opportunity to the Contractor to resolve the dispute.

B. Budget Contingency Clause

It is mutually agreed that if the State Budget Act of the current year and/or any subsequent years covered under the Agreement does not appropriate sufficient funds for the program, the Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to the Contractor or to furnish any other considerations under the Agreement and the Contractor shall not be obligated to perform any provisions of the Agreement.

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 the Agreement with no liability occurring to the State or offer an Agreement amendment to the Contractor to reflect the reduced amount.

C. Prompt Payment Clause

Payment will be made in accordance with and within the time specified in the California Government Code Chapter 4.5, commencing with Section 927.

III. Proposer Minimum Qualifications

In order for proposals to be considered responsive, Proposers must provide proof of meeting or exceeding the below minimum qualifications:

- Statement of Qualifications that includes resumes and lists of pertinent publications of the principal investigator and other team members including any subcontractors who will be involved in the project and a statement of the roles they are to perform.
  - Relevant experience and expertise of team members in the proposed work should be clearly stated and demonstrated.
  - Team members must have knowledge in understanding the ground motions generated by earthquakes, or the response of buildings and other structures to the earthquake shaking.
  - Demonstrate familiarity with the seismic design code provisions and design practices.
  - Have at least three years of experience in the analysis and application of strong-motion data.
IV. Proposal Requirements and Information

A. Key Action Dates and Times

The following schedule has been established for informational purposes. Efforts will be made to adhere to this plan, but the Department reserves the right to adjust the dates as required by circumstances. All deadline times are Pacific Time Zone.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP available to prospective Proposers</td>
<td>May 26, 2020 at 5:00 PM</td>
</tr>
<tr>
<td>Written Questions Submission Deadline</td>
<td>June 9, 2020 at 5:00 PM</td>
</tr>
<tr>
<td>Responses to Questions</td>
<td>June 16, 2020 at 5:00 PM</td>
</tr>
<tr>
<td>Final Date for Proposal Submission</td>
<td>June 30, 2020 at 5:00 PM</td>
</tr>
<tr>
<td>Reviewing and Evaluating Proposals</td>
<td>July 6, 2020 through August 14, 2020</td>
</tr>
<tr>
<td>Notice of Intent to Award**</td>
<td>August 17, 2020</td>
</tr>
<tr>
<td>Proposed Award Date**</td>
<td>August 25, 2020</td>
</tr>
</tbody>
</table>

**All dates after Submission of Final Proposals are approximate and may be adjusted as conditions indicate, without addendum to this RFP.

B. Questions and Answers

Proposers requiring clarification of the intent or content of this RFP or on procedural matters regarding the competitive proposal process may request clarification by submitting questions in an email to the Department’s contact person listed on page one. To ensure a response, questions must be received in writing by the scheduled date specified in the above Key Action Dates and Times section. At the sole discretion of the Department, questions may be paraphrased by the Department for clarity.

Written responses to all questions will be collectively compiled and posted through an official addendum, according to the Key Action Dates and Times section, to the Cal eProcure website. It is the responsibility of the Proposer to check Cal eProcure for the list of questions and associated answers.

C. Response to Work to be Performed and Work Schedule Requirements

The Proposer shall develop a response to the Work to be Performed section, identifying each major task, necessary subtask, and/or specific milestones. It shall also include how many hours each task shall be, a list of specific objectives and the format of how the Proposer plans to meet those objectives from the Work to be Performed section described in this RFP. Develop a schedule for task completion with report submissions by which progress can be measured and payments
made. Provide approach and methods that will be used to address each task detailed in the proposal. Proposing firms are strongly encouraged to be as specific as possible when describing their proposed approach and methods.

D. Resumes of Proposer and Sub-Contractor(s)

The Proposer shall list all key personnel (i.e. Project Manager) and other personnel who will be working on the project. Include their titles, qualifications, a summary of similar work/studies performed, a resume for each professional, a statement indicating how many hours each professional will be assigned to what tasks each professional will perform.

Substitute personnel must meet the same minimum qualifications as described in this RFP. During performance of the Agreement, the Contractor must request prior written approval from the Department in advance of substitutions to receive reimbursement for associated costs.

E. Cost Detail Format and Requirements

The cost of the proposed work shall be broken down according to the outline in the Description of Services. The prices, set forth, shall remain in force for the stated term of the Agreement and shall include the cost of insurance, State sales tax, travel costs, and every other item of expenses, direct or indirect, to the total proposal. The total costs of all tasks and milestones for the base proposal cannot exceed $80,000. Use the Cost Sheet and Response Attachment to prepare the cost proposal.

F. Submission of Proposal

1. Proposals should provide straightforward and concise descriptions of the Proposer’s ability to satisfy the requirements of this RFP. The proposal must be complete and accurate. Omissions, inaccuracies, or misstatements will be sufficient cause for rejection of a proposal.

2. The proposal package should be prepared in the least expensive method.

3. All proposals must be submitted under sealed cover and sent to the Department by dates and times shown in the Key Action Dates and Times section. Proposals received after this date and time will not be considered.

4. A minimum of one (1) original and two (2) copies of the proposal must be submitted for physical copies. Proposals may be emailed to ServiceContracts@conservation.ca.gov.

5. 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.
6. 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:

Department of Conservation  
801 K Street, MS 22-11  
Sacramento, CA 95814  
ATTN: Benjamin Brown  
1020-005 Strong-Motion Data Interpretation: Buildings  
DO NOT OPEN

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

7. All proposals may include the documents identified in the Attachment Checklist. Proposals not including the proper "required attachments" shall be deemed non-responsive. A non-responsive proposal is one that does not meet the basic proposal requirements.

8. Mail proposal to the following address:

Department of Conservation  
801 K Street, MS 22-11  
Sacramento, CA 95814  
Attention: Benjamin Brown

Proposals may be submitted electronically, via email to ServiceContracts@conservation.ca.gov.

9. 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.

10. A proposal may be rejected if it is conditional or incomplete, or if it contains any alterations of form or other irregularities of any kind. The Department may reject any or all proposals and may waive an immaterial deviation in a proposal. The Department's waiver of an immaterial deviation shall in no way modify the RFP document or excuse the Proposer from full compliance with all requirements if awarded the agreement.

11. Costs incurred for developing proposals and in anticipation of award of the agreement are entirely the responsibility of the Proposer and shall not be charged to the State of California.

12. An individual who is authorized to bind the Proposer contractually shall sign the Proposal/Proposer Certification Sheet. The signature should indicate the title or position that the individual holds in the firm. An unsigned proposal may be rejected.

13. A Proposer may modify a proposal after its submission by withdrawing its original proposal and resubmitting a new proposal prior to the proposal submission deadline as set forth in the Key Action Dates and Times section. Proposer modifications offered in any other manner, oral or written, will not be considered.
14. A Proposer may withdraw its proposal by submitting a written withdrawal request to the Department, signed by the Proposer or an authorized agent. A Proposer may thereafter submit a new proposal prior to the proposal submission deadline. Proposals may not be withdrawn without cause subsequent to proposal submission deadline.

15. The Department may modify the RFP prior to the date fixed for submission of proposals by the issuance of an addendum to all parties who received a proposal package.

16. The Department reserves the right to reject all proposals. The Department is not required to award a contract.

17. Before submitting a response to this solicitation, Proposers should review, correct all errors, and confirm compliance with the RFP requirements.

18. Where applicable, Proposer 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.

19. More than one (1) proposal from an individual, firm, partnership, corporation or association under the same or different names, may not be considered.

20. The State does not accept alternate contract language from a prospective Contractor. A proposal with such language will be considered a counter proposal and will be rejected. The State’s General Terms and Conditions (GTC 04/2017) are not negotiable.

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

22. If the Proposer submits confidential or personal information along with their proposal, the information shall be redacted.

G. Evaluation Process

1. At the time of proposal opening, each proposal will be checked for the presence or absence of required information in conformance with the submission requirements of this RFP.

2. The Department will evaluate each proposal to determine its responsiveness to the published requirements. Pass/Fail determination is made for responsiveness of all RFP requirements. Items listed in Attachment 1 must be completed and signed (as required) to be considered responsive.

   The Department will evaluate Proposers based on criteria according to the table below.
**Administrative Criteria Evaluation**

<table>
<thead>
<tr>
<th>Mandatory Minimum Qualifications</th>
<th>Pass</th>
<th>Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercially Useful Function (CUF) (if applicable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tax Delinquent Status Verification</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completed Cost Sheet and Response</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Response to Work to be Performed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposal/Proposer Certification</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bid/Bidder Declaration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Corporation in Good Standing with the State</td>
<td></td>
<td></td>
</tr>
<tr>
<td>List of Subcontractors (if applicable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Other Required Attachments</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Proposals that contain false or misleading statements claimed by the Proposer may be rejected.

4. Award if made, will be to the highest scored responsible proposal after eligible preferences and/or incentives have been applied.

5. In the event of a tie, award will be determined by a coin toss. The coin toss will be witnessed and documented by two (2) or more Department representatives and the affected Proposers will be invited to attend.

   In the event of a precise tie between the low responsible proposal of a certified small business and the low responsible proposal of a certified disabled veteran owned business that is also a small business, the contract will be awarded to the certified disabled veteran owned small business.

6. The proposals that pass the **Administrative Criteria Evaluation** section, will move onto the Technical Requirements Evaluation. The Technical Evaluation will be performed by an evaluation panel. If deemed necessary, independent academic, technical, or policy experts may be called upon to answer any specific questions regarding any proposal responses. These individuals will not be participants in the scoring process.

   There will be no individual sheets, no written scores, and no written notes. There will be one (1) final consensus score sheet for each proposal.

   The Technical Requirements Evaluation Criteria Table contains the scoring criteria that will be used by reviewers evaluating proposals submitted in response to this RFP. The evaluation team shall determine a consensus score for each item, based on the team’s verbal discussion of each Proposer’s responses. To determine the consensus score, evaluators will meet either in person or by teleconference to discuss in detail the strengths, weaknesses, and rating of each proposal to determine scores. The evaluation team will carefully review and discuss the completeness of Proposer’s response, as well as clarity of documentation presented in the proposal submitted.
The Department will use the following scoring system to assign points. In the following chart is a list of all considerations that the evaluation team may consider when assigning individual points to a proposal.

<table>
<thead>
<tr>
<th>Points</th>
<th>Interpretation</th>
<th>General Basis for point assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Inadequate</td>
<td>Proposal response (i.e. content and/or explanation offered) is inadequate or does not meet Department’s needs/requirements or expectations. The omission(s), flaw(s), or defect(s) are significant and unacceptable.</td>
</tr>
<tr>
<td>6</td>
<td>Semi-adequate</td>
<td>Proposal response (i.e. content and/or explanation offered) is somewhat adequate or meets some of the Department’s needs/requirements or expectations. The omission(s), flaw(s), or defect(s) are present and unacceptable.</td>
</tr>
<tr>
<td>15</td>
<td>Fully adequate</td>
<td>Proposal response (i.e. content and/or explanation offered) is fully adequate or fully meets the Department’s needs/requirements or expectations. The omission(s), flaw(s), or defect(s) are inconsequential and acceptable.</td>
</tr>
<tr>
<td>20</td>
<td>More than adequate</td>
<td>Proposal response (i.e. content and/or explanation offered) exceeds the Department’s needs/requirements or expectations. Proposer offers one or more enhancing features, method or approach that will benefit the State. Any present weakness is minor and unrelated to a performance requirement.</td>
</tr>
</tbody>
</table>

In assigning points for individual rating factors, raters may consider issues including, but not limited to, the extent to which a proposal response:

a. Is lacking information, lacking depth or breadth, or lacking significant factor and/or details, and or

b. Is fully developed comprehensive and has few if any weaknesses, defects or deficiencies, and/or

c. Demonstrates that the Proposer understands the Department’s needs, the services sought, and/or the Contractor’s responsibilities and/or

d. Illustrates the Proposer’s capability to perform all services and meet all *Description of Services* requirements, and/or

e. If implemented, will contribute to the achievement of the Department’s goals and objectives and/or
Proposals may achieve a maximum of forty-five (45) cost points, which is weighted at 31% of the total points available. This criterion allows staff to evaluate and compare the budgets of each proposal relative to those of its competitors. Each Proposer must complete the Cost Sheet and Response. Any proposals submitted that are over the expected Department expenditure/budgeted amount of $80,000 will be disqualified.

Example: To help illustrate this process, refer to table below, for an example of the cost score calculation process. Cost figures in the example below explain the calculations and have no other significance.

**Cost Evaluation and Scoring Methodology Example**

Each Proposer's cost score will be calculated based on the ratio of the lowest cost proposal to the Proposer's cost, multiplied by the maximum number of cost points available 45 as shown in the calculation below:

\[
\text{Proposer}\quad \text{Grand Total Cost} \quad \text{Calculation} \quad \text{Cost Points Awarded}
\]

<table>
<thead>
<tr>
<th>Proposer</th>
<th>Grand Total Cost</th>
<th>Calculation</th>
<th>Cost Points Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>$40,000</td>
<td>$30,000 \times 45 / $40,000</td>
<td>33.75</td>
</tr>
<tr>
<td>B</td>
<td>$35,000</td>
<td>$30,000 \times 45 / $35,000</td>
<td>38.57</td>
</tr>
<tr>
<td>C</td>
<td>$30,000</td>
<td>$30,000 \times 45 / $30,000</td>
<td>45</td>
</tr>
</tbody>
</table>

**Final Scoring Methodology**

<table>
<thead>
<tr>
<th>Proposer</th>
<th>Technical Score (out of 100)</th>
<th>Cost Score (out of 45)</th>
<th>Total Points Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>80</td>
<td>33.75</td>
<td>103.75</td>
</tr>
<tr>
<td>B</td>
<td>85</td>
<td>38.57</td>
<td>123.57</td>
</tr>
<tr>
<td>C</td>
<td>90</td>
<td>45</td>
<td>135</td>
</tr>
</tbody>
</table>

In this case the highest scored proposal from Proposer C would be the intended awardee (Subject to Small Business Preference Award).

**H. Technical Requirements**

Technical Evaluation will be on the response to the following:
The proposed study should utilize the strong-motion data recorded from selected CSMIP instrumented buildings to further the understanding of the seismic responses of the building structures. The proposed study should contain at least one of the following objectives:

i. To validate or improve seismic analysis procedures
ii. To improve seismic provisions in the building code and seismic design practices
iii. To increase utilization of strong-motion data in post-earthquake response

Other objectives of relevance to California seismic safety will be considered if their importance is clearly demonstrated in the proposal. The proposed study must utilize CSMIP data. However, the proposed study may supplement CSMIP data with other local or global buildings or ground response data if necessary.

The following five components are required in your response (no page limit):

a. Problem Statement

A clear and concise statement of the specific objectives to be accomplished in the proposed study. The proposed approach for accomplishing these objectives should be clearly described. The proposers should review previous studies and explain how the proposed study will build on the results of previous related studies.

b. Vision

A brief list of existing strong-motion records and other information appropriate for the proposed study. Availability of strong-motion data and other pertinent information for the project's needs should be identified and discussed.

c. Overview of Research Tasks

A brief discussion and analysis of the strong-motion data for the proposed study. The analysis techniques that will be applied to the data should be described.

d. Research Plan

A work schedule detailing the tasks, milestones and deadlines (incorporating progress reporting requirements provided in Exhibit B).

e. Final Report and Result Dissemination

A plan for submittal of the final report and dissemination of the results, including preparation of the final report and presentation at CSMIP seminars held during the contract term (described in the Progress and Final Reports section).
<table>
<thead>
<tr>
<th>EVALUATION DESCRIPTION</th>
<th>Points Possible</th>
<th>Points Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Work Plan Factors</strong></td>
<td></td>
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</tr>
<tr>
<td>Technical quality of the proposed study. This factor considers the merit of the proposed approach.</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Technical quality of the proposed study. This factor considers the probability of achieving positive results within the designated period.</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Effectiveness of the proposed use of strong-motion data and other pertinent information in addressing the specific topic. This factor considers whether the strong-motion records and other pertinent information proposed to be used are identified and discussed, and how the results would offer improvements in post-earthquake response, seismic design codes and practices.</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Competence of the Principal Investigator (PI) and project team to perform the work. This factor considers their experience and competence to perform the proposed project successfully, including their record of performance, publication record in the area related to the topic, familiarity with strong-motion data, and the ability of PI to effectively communicate the results to the technical and non-technical community.</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Recent research performance of investigators. This factor considers promptness with which the Principal Investigator has disseminated research results from previous projects to the scientific and engineering communities, especially in established peer-reviewed journals, and whether reporting requirements from any previous CSMIP awards have been satisfied.</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td><strong>Proposal Cost</strong></td>
<td></td>
<td>45</td>
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<tr>
<td>Cost points will be calculated per the Secondary RFP Method in State Contracting Manual, Volume, 1, Chapter 5, Section 25</td>
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<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>145</td>
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</table>
I. Award and Protest

1. Notice of the proposed award shall be posted in a public place in the office of the Department at least five (5) working days prior to awarding the Agreement. The notice of intent to award will be posted at 801 K Street, MS 13-35, Sacramento, CA 95814.

2. If any Proposer, prior to the award of agreement, files a written protest with the Department of General Services, Office of Legal Services, 707 Third Street, 7th Floor, Suite 7-330, West Sacramento, CA 95605 and the Department on the grounds that the (protesting) Proposer is the lowest responsive responsible Proposer, the agreement shall not be awarded until either the protest has been withdrawn or the Department of General Services has decided the matter.

Within five (5) days after filing the initial protest, the protesting Proposer shall file with the Department of General Services and the Department a detailed written statement specifying the grounds for the protest. The written protest must be sent to the Department of General Services, Office of Legal Services, 707 Third Street, 7th Floor, Suite 7-330, West Sacramento, California 95605. A copy of the detailed written statement should be mailed to the Department. It is suggested that you submit any protest by certified or registered mail.

J. Disposition of Proposals

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

2. Proposal packages may be returned only at the Proposer's expense, unless such expense is waived by the Department.

K. Payee Data Record

1. The Proposer awarded the contract must complete and submit form STD 204 Payee Data Record, listing their taxpayer identification number if the Department does not have a current copy on file.

2. No payment will be made unless the Payee Data Record form has been completed and returned to the Department.

L. Contractor Certification Clauses (CCC 04/2017)

1. The Proposer awarded the contract must complete and submit the Contractor Certification Clauses (CCC 04/2017) if the Department does not have a current copy on file.

2. No payment will be made unless the Contractor Certification Clauses have been completed and returned to the Department.
M. Tax Delinquent Status Verification

1. Effective July 1, 2012 Public Contract Code 10295.4, requires state agencies to verify the tax delinquent status of Proposers responding to state solicitations.

2. At the time of proposal evaluation, prior to contract award and execution, the Department will verify all proposing firms and identified subcontractors are not listed as tax delinquent by the Franchise Tax Board and the California Department of Tax and Fee Administration. Any proposing firms or subcontractor listed as tax delinquent shall result in a proposal rejection and will not be considered for contract award. Proposing firms wanting further clarification can refer to the statute above or the websites listed below for additional information.

   California Department of Tax and Fee Administration – Top 500 Sales Tax and Use Delinquencies in California

   Franchise Tax Board – Top 500 Delinquent Tax Payers

N. Preference Programs

1. Small Business Preference

   The small business preference offers certified small businesses or micro businesses a calculation preference in the amount of five percent (5%) of the highest responsible score submitted by a Proposer who is not a certified small business. The small business preference is used as a calculation for determining the highest scored Proposer and does not affect the actual price submitted.

   The Department will grant small businesses a five percent (5%) small business preference on their score evaluation when a responsible non-small business:

   - Includes in its proposal a notification to the Department that it is a small business or that it has submitted to DGS Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS) a complete application no later than 5:00 p.m. on the proposal due date, and is subsequently certified by DGS as a small business
   - Submits a timely, responsive proposal
   - Has been determined to be a responsive proposer

   Proposers having pending Small Business Certification applications under review by DGS concurrent with the proposal timeframe should contact OSDS to request an expedite review/approval of their application in order to be considered for the small business preference during the evaluation of this proposal. Contact OSDS at (916) 375-4940 to obtain information about the application expedite process.
Proposers must notify the Department, in writing, at the time of proposal submission that they have an application for Small Business Certification under review at the OSDS, and that they wish to be considered for the Small Business Preference Calculation.

2. Non-Small Business Preference

Non-small business Proposers will be granted a five percent (5%) non-small business preference when a responsive non-small business has agreed to subcontract at least twenty-five percent (25%) of their proposal with a California certified Small Business if the non-small business Proposer's proposal is not the highest scored. Responding Proposers must:

- Include in its proposal a notification to the Department that it commits to subcontract at least twenty-five percent (25%) of its net cost price with one or more California certified small businesses
- Submit timely proposal as specified in the proposal document
- Be determined to be a responsive, responsible proposer
- Identify the California certified small business/small business it commits to subcontract with. The Proposer will list certified small business subcontractor(s) and include their name, address, phone number, a description of the work to be performed, and the percentage (as specified in the solicitation) per subcontractor. The small business subcontractor(s) shall be identified on the Bidder Declaration.

3. Calculating Small Business Preference

The non-small business calculation preference of five percent (5%) is used for proposal evaluation purposes only. Awards made as a result of the non-small business preferences will be awarded at the Proposer’s original proposal price. The preference will be computed as follows:

Proposer A, (Highest score) non-small business: 60

Proposer B, certified small business or non-small business subcontracting 25% to a certified small business: 58

Calculation Preference: 60 x .05 = 3

Proposer B
Subtract calculated preference: +3
=61
Award is made to Proposer B as the high score of 61.

4. Maximum Allowable Preferences

In no event shall the combined cost of the small business or non-small business subcontractor preferences and preferences awarded pursuant to other provision of law exceed $100,000.00. The five percent (5%) calculation preference is used for computation purposes only and does not alter or affect the actual cost price or the amount of the executed contract. When a certified small business is the highest responsible scorer, then there is no need to compute the small business preference as the small business is the highest scorer.

5. Disabled Veteran Business Enterprise (DVBE) Program

Under California Code of Regulations 1896.99.100, the California DVBE incentive provides responsive/responsible Proposers the opportunity to receive additional incentive calculations. The incentive is applied at the time of RFP evaluation when a Proposer has identified a California-certified DVBE subcontractor to provide services or commodities in support of the overall contract effort. Application of the DVBE incentive may not displace a certified small business high scorer.

The following are elements of the DVBE incentive program:

- The DVBE incentive is applied during the evaluation process and is only applied to responsive proposal from responsive Proposers proposing the percentage(s) of DVBE participation for the incentive(s) specified in the solicitation.
- DVBE incentive participation is at the discretion of the Proposer and is optional when overall DVBE program requirements are exempt by the State for that solicitation.
- A Proposer must complete and return the DVBE incentive application request included within this solicitation with their proposal at the time of submission.
- Services or commodities provided by the DVBE firm must meet the definition of Commercial Useful Function (CUF) as defined under Military and Veterans Code 999 (B)(i)(iii) and under California Code of Regulations 1896.71 (l). A DVBE Proposer determined as not meeting CUF regulations will render the responding Proposer ineligible for the DVBE incentive application.

DVBE participation incentives are calculated according to the table below.
**O. Commercially Useful Function (CUF)**

A certified small business, micro-business, or DVBE must meet commercial useful function (CUF) requirements under Government Code section 14837(d)(4). Selected firms must perform a "commercially useful function" relevant to this RFP. A Contractor is deemed to perform a CUF by executing all of the following:

- Is responsible for the execution of a distinct element of the work of the Agreement.
- Carries out contractual obligations by performing, managing, or supervising the work involved.
- Performs work that is normal for its business services and functions.
- Is not further subcontracting a portion of the work that is greater than expected to be subcontracted by normal industry practices.
- Is responsible, with respect to products, inventories, materials, and supplies required for the contract, for negotiating price, determining quality and quantity, ordering, installing, and, if applicable, making payment.
- Its role is not an extra participant in the transaction, contract, or project through which funds are passed in order to obtain the appearance of DVBE participation.

The Department will determine, to the best of its ability, that the Contractor meets the criteria above for CUF. In responding to this RFP, the Proposer is confirming that, under Government Code 14837 (d)(4), your business provides goods and/or services that meet the definition of CUF. All Proposers are required to provide CUF documentation using the Bid/Bidders Declaration, included in this RFP. When completing the declaration, Proposers must identify all subcontractors proposed for participation in the contract. Any Proposer awarded a contract is contractually obligated to use the subcontractor for the corresponding work defined unless the Department agrees to a substitution.

<table>
<thead>
<tr>
<th>DVBE Participation Level</th>
<th>Incentive Applied</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 1%</td>
<td>0% Incentive</td>
</tr>
<tr>
<td>1% to 1.99%</td>
<td>1% Incentive</td>
</tr>
<tr>
<td>2% to 2.99%</td>
<td>2% Incentive</td>
</tr>
<tr>
<td>3% to 3.99%</td>
<td>3% Incentive</td>
</tr>
<tr>
<td>4% to 4.99%</td>
<td>4% Incentive</td>
</tr>
<tr>
<td>5% or Higher</td>
<td>5% Incentive</td>
</tr>
</tbody>
</table>
V. Required Attachments

Attachment 1: Required Attachment Checklist

A complete proposal package should include all of the items identified below.

Complete and return this checklist to confirm the items in your proposal. Place a check mark or “X” next to each item that you are submitting to the State. For your proposal to be responsive, all required attachments should be returned and this attachment shall be signed.

<table>
<thead>
<tr>
<th>Attachment</th>
<th>Attachment Name/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Attachment 1</td>
<td>Required Attachment Checklist (this page or a copy of this page)</td>
</tr>
<tr>
<td>☐ Attachment 2</td>
<td>Bid Sheet and Response</td>
</tr>
<tr>
<td>☐ Attachment 3</td>
<td>Bid/Bidder Certification Sheet</td>
</tr>
<tr>
<td>☐ Attachment 4</td>
<td>Bid/Bidder Declaration</td>
</tr>
<tr>
<td>☐ Attachment 5</td>
<td>Darfur Act Certification</td>
</tr>
<tr>
<td>☐ Attachment 6</td>
<td>Disabled Veteran Business Enterprise Declarations (STD 843)</td>
</tr>
</tbody>
</table>

Printed Name: _________________________

Title: _________________________

Signature: _________________________
Attachment 2: Bid Sheet and Response

A Bid Sheet and Response shall be submitted with your proposal package in the format below.

By submitting a proposal, the Proposer is accepting the terms and conditions contained in this solicitation. The Proposer hereby proposes and agrees to furnish all labor, materials, travel and equipment, to perform all work described herein, and such addenda thereto as may be issued prior to the submission deadline.

The Proposer is required to bid on each item. Failure to indicate a dollar amount in any item, or a zero-dollar ($0.00) amount listed for any item will be interpreted and understood by the Department to mean that the Proposer is indicating a zero-dollar ($0.00) amount, and will perform any such services, up to and including the quantity indicated, at no cost to the Department.

In the event of a computational error, unit prices will prevail over extended totals. The Department will check bid calculations and recalculate bid totals.

The total will be determined by adding all of the maximum allowable costs together.

<table>
<thead>
<tr>
<th>Item Name</th>
<th>Position</th>
<th>Hourly Rate</th>
<th>Number of Hours</th>
<th>Maximum Allowable Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
<td>$</td>
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<td>Travel**</td>
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<td>$</td>
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<td></td>
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<td>$</td>
</tr>
</tbody>
</table>

Total: $  

** The Department will reimburse the Contractor for actual expenditures, mileage, lodging, and per diem and parking per the guidelines listed below:

- Parking fees for each trip, only if accompanied by a receipt.
- Mileage, lodging, and per diem up to the current State rate, in effect at the time of travel.

The Department will not reimburse for incidental costs incurred. These rates and policies for travel reimbursement are available for review at the California Department of Human Resource’s website.

Printed Name: _________________________

Title: _________________________

Signature: _________________________
Attachment 3: Bid/Bidder Certification Sheet

This Bid/Bidder Certification Sheet shall be signed (original signature) and returned. By signing this Certification Sheet, the Proposer is declaring that:

- All required attachments are included with this certification sheet.
- The signature affixed hereon and dated certifies compliance with all the requirements of this solicitation.
- The signature below is the authorized signer and authorizes the verification of this certification.

<table>
<thead>
<tr>
<th>1. Company Name</th>
<th>2. Telephone Number ( )</th>
<th>3. Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

4. Address

5. Indicate your organization type:
   - Sole Proprietorship
   - Partnership
   - Corporation
   - Other ________________

   Indicate the applicable employee and/or corporation number:


8. Indicate applicable license and/or certification information:

9. Bidder's Name (Print) 10. Title

11. Signature 12. Date

13. Are you, or a subcontractor providing at least 25% (twenty five percent) of the work on this contract certified with the Department of General Services, Office of Small Business or Disabled Veteran Business Enterprise as:
   a. Small Business California
      - Yes [ ] No [ ]
      - If yes, enter certification number:
   b. Disabled Veteran Business Enterprise
      - Yes [ ] No [ ]
      - If yes, enter your service code below:

   __________________________
   __________________________

NOTE: 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:
Complete the numbered items on the Bid/Bidder Certification Sheet by following the instructions below.

<table>
<thead>
<tr>
<th>Item Numbers</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1, 2, 3, 4</td>
<td>Shall be completed. These items are self-explanatory.</td>
</tr>
</tbody>
</table>
| 5            | 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.  
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.  
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.  
The other option would consist of non-sole proprietorships, partnerships, or corporations. |
| 6            | Enter your federal employee tax identification number. |
| 7            | 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. |
| 8            | Complete if your firm holds a California contractor’s license. This information will be used to verify possession of a contractor’s license, when required.  
Complete if your firm holds a PUC license. This information will be used to verify possession of a PUC license, when required. |
| 9, 10, 11, 12 | Shall be completed. These items are self-explanatory. Signature REQUIRED. |
| 13           | If certified as a California Small Business, place a check in the "Yes" box, and enter your certification number on the line. If certified as a Disabled Veterans Business Enterprise, place a check in the "Yes" box and enter your service code on the line. If you are not certified to one or both, place a check in the "No" box. If your certification is pending, enter the date your application was submitted to OSBCR. |
Attachment 4: Bid/Bidder Declaration

Complete the Bid/Bidder Declaration by following the instructions below. An electronic fillable version can be accessed through the Department of General Services' website.

---

**BIDDER DECLARATION**

1. Prime bidder information (Review attached Bidder Declaration Instructions prior to completion of this form):
   a. Identify current California certification(s) (MB, SB, NVSA, DVBE): [Blank] or None [Blank] (If “None”, go to Item #2)
   b. Will subcontractors be used for this contract? Yes [X] No [ ] (If yes, indicate the distinct element of work your firm will perform in this contract e.g., list the proposed products produced by your firm, state if your firm owns the transportation vehicles that will deliver the products to the State, identify which solicited services your firm will perform, etc.). Use additional sheets, as necessary.
   c. If you are a California certified DVBE: (1) Are you a broker or agent? Yes [X] No [ ]
      (2) If the contract includes equipment rental, does your company own at least 51% of the equipment provided in this contract (quantity and value)? Yes [X] No [ ] N/A [ ]

2. If no subcontractors will be used, skip to certification below. Otherwise, list all subcontractors for this contract. (Attach additional pages if necessary):
   
<table>
<thead>
<tr>
<th>Subcontractor Name, Contact Person, Phone Number &amp; Fax Number</th>
<th>Subcontractor Address &amp; Email Address</th>
<th>(CA Certification (MB, SB, NVSA, DVBE or None))</th>
<th>Work performed or goods provided for this contract</th>
<th>Corresponding % of bid price</th>
<th>Good Standing?</th>
<th>51% Rental?</th>
</tr>
</thead>
<tbody>
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</table>

3. **CERTIFICATION: By signing this form, I certify under penalty of perjury that the information provided is true and correct.**

   Printed Name: ____________________________ Signature: ____________________________ Date Signed: ________________

---
BIDDER DECLARATION Instructions

1. All prime bidders (the firm submitting the bid) must complete the Bidder Declaration.

1.a. Identify all current certifications issued by the State of California. If the prime bidder has no California certification(s), check the line labeled “None” and proceed to Item 1.b. If the prime bidder possesses one or more of the following certifications, enter the applicable certification(s) on the line:
   - Microbusiness (MB)
   - Small Business (SB)
   - Nonprofit Veteran Service Agency (NVSA)
   - Disabled Veteran Business Enterprise (DVBE)

1.b. Mark either “Yes” or “No” to identify whether subcontractors will be used for the contract. If the response is “No,” proceed to Item 1.c. If “Yes” enter on the line the distinct element of work contained in the contract to be performed or the goods to be provided by the prime bidder. Do not include goods or services to be provided by subcontractors.

Bidders certified as MB, SB, NVSA, and/or DVBE must provide a commercially useful function as defined in Military and Veterans Code Section 399 for DVBEs and Government Code Section 14832(1)(A)(A) for small/microbusinesses.

Bids must propose that certified bidders provide a commercially useful function for the resulting contract or the bid will be deemed non-responsive and rejected by the State. For questions regarding the solicitation, contact the procurement official identified in the solicitation.

Note: A subcontractor is any person, firm, corporation, or organization contracting to perform part of the prime contract.

1.c. This item is only to be completed by businesses certified by California as a DVBE.

   (1) Declare whether the prime bidder is a broker or agent by marking either “Yes” or “No.” The Military and Veterans Code Section 399.2 (b) defines “broker” or “agent” as a certified DVBE contractor or subcontractor that does not have title, possession, control, and risk of loss of materials, supplies, services, or equipment provided to an awarding department, unless one or more of the disabled veteran owners has at least 51-percent ownership of the quantity and value of the materials, supplies, services, and each piece of equipment provided under the contract.

   (2) If bidding rental equipment, mark either “Yes” or “No” to identify if the prime bidder owns at least 51% of the equipment provided (quantity and value). If not bidding rental equipment, mark “N/A” for “not applicable.”

2. If no subcontractors are proposed, do not complete the table. Read the certification at the bottom of the form and complete “Page ___ of ___” on the form.

If subcontractors will be used, complete the table listing all subcontractors. If necessary, attach additional pages and complete the “Page ___ of ___” accordingly.

2. (continued) Column Labels

   - Subcontractor Name, Contact Person, Phone Number & Fax Number—List each element for all subcontractors.
   - Subcontractor Address & Email Address—Enter the address and if available, an email address.
   - CA Certification (MB, SB, NVSA, and/or DVBE)
   - If the subcontractor possesses a current State of California certification(s), verify on this website (www.procurc.dgs.ca.gov).

   Work performed or goods provided for this contract—Identify the distinct element of work contained in the contract to be performed or the goods to be provided by each subcontractor. Certificated subcontractors must provide a commercially useful function for the contract. See paragraph 1.b above for code citations regarding the definition of commercially useful function. If a certificated subcontractor is further subcontracting a greater portion of the work or goods provided for the resulting contract than would be expected by normal industry practices, attach a separate sheet of paper explaining the situation.

   Corresponding % of bid price—Enter the corresponding percentage of the total bid price for the goods and services to be provided by each subcontractor. Do not enter a dollar amount.

   Good Standing?—Provide a response for each subcontractor listed. Enter either “Yes” or “No” to indicate that the prime bidder has verified that the subcontractor(s) is in good standing for all of the following:
   - Possesses valid license(s) for any license(s) or permits required by the solicitation or by law
   - If a corporation, the company is qualified to do business in California and designated by the State of California Secretary of State to be in good standing
   - Possesses valid State of California certification(s) if claiming MB, SB, NVSA, and/or DVBE status

   S1 Renters?—This pertains to the applicability of rental equipment. Based on the following parameters, enter either “N/A” (not applicable), “Yes” or “No” for each subcontractor listed.

   Enter “N/A” if the:
   - Subcontractor is NOT a DVBE (regardless of whether or not rental equipment is provided by the subcontractor)
   - Subcontractor is NOT providing rental equipment (regardless of whether or not subcontractor is a DVBE)

   Enter “Yes” if the subcontractor is a California certified DVBE providing rental equipment and the subcontractor owns at least 51% of the rental equipment (quantity and value) it will be providing for the contract.

   Enter “No” if the subcontractor is a California certified DVBE providing rental equipment but the subcontractor does not own at least 51% of the rental equipment (quantity and value) it will be providing.

3. Read the certification at the bottom of the page. An individual that is authorized to bind the firm contractually is to print their name, sign and date the form. Also, complete the “Page ___ of ___” accordingly.
Attachment 5: Darfur Act Certification

Proposers that currently, or within the previous three (3) years have had business activities or other operations outside of the United States shall complete the Darfur Act Certification.

Proposers may complete the Darfur Act Certification by following the instructions below. An electronic fillable version can be accessed through the Department of General Services' website.
Public Contract Code Sections 10475 -10481 applies to any company that currently or within the previous three years has had business activities or other operations outside of the United States. For such a company to bid on or submit a proposal for a State of California contract, the company must certify that it is either a) not a scrutinized company; or b) a scrutinized company that has been granted permission by the Department of General Services to submit a proposal.

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

OPTION #1 - CERTIFICATION
If your company, within the previous three years, has had business activities or other operations outside of the United States, in order to be eligible to submit a bid or proposal, please insert your company name and Federal ID Number and complete the certification below.

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

<table>
<thead>
<tr>
<th>Company/Vendor Name (Printed)</th>
<th>Federal ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>By (Authorized Signature)</td>
<td></td>
</tr>
<tr>
<td>Printed Name and Title of Person Signing</td>
<td></td>
</tr>
<tr>
<td>Date Executed</td>
<td>Executed in the County and State of</td>
</tr>
</tbody>
</table>

OPTION #2 – WRITTEN PERMISSION FROM DGS
Pursuant to Public Contract Code section 10477(b), the Director of the Department of General Services may permit a scrutinized company, on a case-by-case basis, to bid on or submit a proposal for a contract with a state agency for goods or services, if it is in the best interests of the state. If you are a scrutinized company that has obtained written permission from the DGS to submit a bid or proposal, complete the information below.

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

<table>
<thead>
<tr>
<th>Company/Vendor Name (Printed)</th>
<th>Federal ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initials of Submitter</td>
<td></td>
</tr>
<tr>
<td>Printed Name and Title of Person Initialing</td>
<td></td>
</tr>
</tbody>
</table>
Attachment 6: Disabled Veteran Business Enterprise Declarations (STD 843)

Proposer shall complete the Disabled Veteran Business Enterprise Declarations (STD 843) if a Disabled Veteran Business Enterprise (DVBE) contractor or subcontractor will provide materials, supplies, services, or equipment. An electronic fillable version can be accessed through the Department of General Services’ website.
STATE OF CALIFORNIA – DEPARTMENT OF GENERAL SERVICES PROCUREMENT DIVISION

DISABLED VETERAN BUSINESS ENTERPRISE DECLARATIONS

STD. 84 (Rev. 5/2006)

Instructions: The disabled veteran (DV) owner(s) and DV manager(s) of the Disabled Veteran Business Enterprise (DVBE) must complete this declaration when a DVBE contractor or subcontractor will provide materials, supplies, services or equipment [Military and Veterans Code Section 999.2]. Violations are misdemeanors and punishable by imprisonment or fine and violators are liable for civil penalties. All signatures are made under penalty of perjury.

SECTION 1

Name of certified DVBE: ______________________ DVBE Ref. Number: ______________________

Description (materials/supplies/services/equipment proposed): ________________________________

Solicitation/Contract Number: ______________________ SCPRS Ref. Number: ______________________

(For State Use Only)

SECTION 2

APPLIES TO ALL DVBEs. Check only one box in Section 2 and provide original signatures.

☐ I (we) declare that the DVBE is not a broker or agent, as defined in Military and Veterans Code Section 999.2 (b), of materials, supplies, services or equipment listed above. Also, complete Section 3 below if renting equipment.

☐ Pursuant to Military and Veterans Code Section 999.2 (f), I (we) declare that the DVBE is a broker or agent for the principal(s) listed below or on an attached sheet(s). (Pursuant to Military and Veterans Code 999.2 (e), State funds expended for equipment rented from equipment brokers pursuant to contracts awarded under this section shall not be credited toward the 3-percent DVBE participation goal.)

All DV owners and managers of the DVBE (attach additional pages with sufficient signature blocks for each person to sign):

(Printed Name of DV Owner/Manager) ______________________ (Signature of DV Owner/Manager) ______________________ (Date Signed) ______________________

(Printed Name of DV Owner/Manager) ______________________ (Signature of DV Owner/Manager) ______________________ (Date Signed) ______________________

Firm/Principal for whom the DVBE is acting as a broker or agent:

(If more than one firm, list on separate sheet(s).)

(Print or Type Name) ____________________________________________________________

Firm/Principal Phone: ______________________ Address: ______________________

SECTION 3

APPLIES TO ALL DVBEs THAT RENT EQUIPMENT AND DECLARE AS NOT A BROKER.

☐ Pursuant to Military and Veterans Code Section 999.2 (c), (d) and (g), I (we) am (are) the DV(s) with at least 51% ownership of the DVBE, or a DV managing(s) of the DVBE. The DVBE maintains certification requirements in accordance with Military and Veterans Code Section 999 et. seq.

☐ The undersigned owner(s) own(s) at least 51% of the quantity and value of each piece of equipment that will be rented for use in the contract identified above. I (we), the DV owners of the equipment, have submitted to the administering agency my (our) personal federal tax return(s) at time of certification and annually thereafter as defined in Military and Veterans Code 999.2, subsections (c) and (g). Failure by the disabled veteran equipment owner(s) to submit their personal federal tax return(s) to the administering agency as defined in Military and Veterans Code 999.2, subsections (c) and (g), will result in the DVBE being deemed an equipment broker.

Disabled Veteran Owner(s) of the DVBE (attach additional pages with signature blocks for each person to sign):

(Printed Name) ______________________ (Signature) ______________________ (Date Signed) ______________________

(Address of Owner) ______________________ (Telephone) ______________________ (Tax Identification Number of Owner) ______________________

Disabled Veteran Manager(s) of the DVBE (attach additional pages with sufficient signature blocks for each person to sign):

(Print Name of DV Manager) ______________________ (Signature of DV Manager) ______________________ (Date Signed) ______________________