

## ATTACHMENT CHECKLIST

A complete proposal or proposal package will consist of one original, three (3) copies, and one electronic copy of the Technical Proposal's complete submission on a portable drive, of the correctly completed forms/attachments identified below. For your proposal to be responsive, all required forms/attachments listed below must be completed and returned.

### Technical Proposal

1. Technical Proposal as stated in this RFP
2. Bidder Certification Sheet (Attachment 1). See Section 3.2.1.
3. Technical Proposal Staffing Labor Hours Worksheets (Attachment 2). See Section 3.2.2.
4. Contractor Certification Clauses (Attachment 4). See Section 3.2.3. The CCC 04/2017 can be accessed at: <https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language>
5. Federal Certifications (Attachment 5). See Section 3.2.4.
6. Darfur Contracting Act Certification (Attachment 6 or 6a). See Section 3.2.5.
7. California Civil Rights Laws Certification (Attachment 7). See Section 3.2.6.
8. Bidder References (Attachment 8). See Section 3.2.7.
9. Bidder Declaration (GSPD-05-105), if applicable. See Section 3.2.8. The GSPD-05-105 can be accessed at: <https://www.documents.dgs.ca.gov/dgs/fmc/gspd/gspd05-105.pdf>. GSPD-05-105 must identify all proposed subcontractors.
10. Signed Commitment Letter(s) from each subcontractor. See Section 3.2.9.
11. Payee Data Record (STD. 204). See Section 3.2.10. STD. 204 can be accessed at: <http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf>.
12. Copy of the bidding firm's most current Certificate of Good Standing issued by the California Secretary of State, or a separate paragraph that clearly states the bidder's legal status and evidence that it is legally constituted and qualified to do business with the State of California. See Section 3.2.11.
13. Attachment Checklist (Attachment 10). Section 3.2.12.
14. DVBE Certification printed from Cal eProcure, for each DVBE contractor/subcontractor, if applicable. See Section 3.2.14. Cal eProcure can be accessed at: <https://caleprocure.ca.gov/pages/PublicSearch/supplier-search.aspx>.
  - Minimum 3% DVBE commitment (RFP Attachment 3) has been met. See Section 3.2.14.
15. DVBE Declaration (STD. 843). See Section 3.2.14.D. The DVBE Declaration must be completed for each DVBE contractor/subcontractor, if applicable. The Form can be accessed at: [https://www.documents.dgs.ca.gov/dgs/fmc/gspd/gspd\\_843.pdf](https://www.documents.dgs.ca.gov/dgs/fmc/gspd/gspd_843.pdf).

## Cost Proposal

1. Cost Proposal (Refer to Section 3.3) is packaged, sealed, and submitted separately from the Technical Proposal (Refer to Section 3)

NOTE: All parts of the Cost Proposal MUST be packaged and submitted separately from the Technical Proposal package. No Cost information of any kind is allowed in the Technical Proposal/Technical Proposal package. Cost information included in any section or in any required attachment to the Technical Proposal may result in disqualification and removal of the proposal from further review at the sole discretion of the CDE.

## Optional Forms/Attachments

1. Small Business (SB) Preference Sheet (Attachment 9), if applying for the preference. See Section 3.2.15.
2. Target Area Contract Preference Act (TACPA) Preference (STD. 830). See Section 3.2.15. STD. 830 can be accessed at: <http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std830.pdf>.