

## BIDDER CERTIFICATION SHEET

### Bidder Acknowledgment

Only an individual who is authorized to bind the proposing firm contractually shall sign the Bidder Certification Sheet. The signature must indicate the title that the individual signing holds in the firm. The Bidder 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.

Do not return Proposal Requirements and Information pages of the RFP; Attachment 3, California Disabled Veteran Business Enterprise Program Requirements; Attachment 11, Intent to Submit a Proposal; Attachment 14, California State Travel Program with the Technical Proposal.

- A. Our all-inclusive proposal is submitted under two (2) individually sealed envelopes and one is marked "Technical Proposal – Do Not Open" and the other "Cost Proposal – Do Not Open" as specified in RFP Section 3.5.
- B. I, the bidder, acknowledge that all rights to any hard copy/electronic material report or other material or application developed by the bidder or its subcontractors in connection with his agreement shall be the sole property of CDE.
- C. I, the bidder, give my assurance on the use of our true corporate name.
- D. I, the bidder, give my assurance of our commitment to conduct all tasks and activities specified in the RFP Section 7. Scope of Project.
- E. I, the bidder, give my assurance on acceptance of the contract terms and requirements as specified in RFP and no additional contract terms or requirements have been added or substituted, and no modifications or corrections to stated contract terms and requirements have been made.
- F. I, the bidder, acknowledge adherence to the CDE Style Guidelines, Web posting and data file requirements.
- G. I, the bidder, acknowledge that any and all data that are collected, developed and/or generated by the work performed under this contract are the sole and exclusive property of the CDE. (Refer to RFP Section 10. Special Terms and Conditions, Data Management Requirements).
- H. I, the bidder, acknowledge adherence to and give my assurance on having the technical capacity to comply with the data management requirements outlined in Section 10 of this RFP.
- I. I, the bidder, acknowledge that it will comply with the CDE Approval Schedule Requirements.
- J. I, the bidder, acknowledge that 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 6250 et seq.) and subject to review by the public.
- K. I, the bidder, acknowledge that our employees (pertinent to this RFP) and all of our subcontractors, will complete, sign, date and return the required Conflict of Interest and Confidentiality Statement (Attachment 12) form, as a condition of receipt of the contract.
- L. I, the bidder, acknowledge that our employees and all of our subcontractors and each of their

employees engaging in services to CDE related to this RFP and the resulting contract, will complete, sign and date the required California Department of Education Computer Security Policy (Attachment 13) form, which must be kept on file by the bidder and made available to the CDE upon request, as a condition of receipt of the contract.

- M. I, the bidder, certify that our company is financially stable and solvent and have adequate cash reserves to meet all financial obligations while awaiting reimbursement from the State.
- N. I, the bidder, certify that all required attachments are included with this certification sheet.
- O. I, the bidder, certify that 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.
- P. I, the bidder, certify that the signature and date affixed hereto certifies that this proposal is firm offer for a 90-day period.

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

# Bidder Certification Sheet

1. Company Name:
2. Telephone Number:
3. Fax Number:
4. Address:
5. Indicate your organization type (Pick One):
6. Indicate the applicable employee and/or corporation number:
  - a. Federal Employee ID Number (FEIN):
  - b. California Corporation Number:
7. Indicate applicable license and/or certification information:
8. Authorized Signatory Name:
9. Title:
10. Signature:
11. Date:
12. Are you certified with the Department of General Services, Office of Small Business and Disabled Veteran (OSDS) as:
  - a. California Small Business Enterprise: Yes      No
    - i. If yes, enter certification number:
  - b. Disabled Veteran Business Enterprise: Yes      No
    - i. If yes, enter your service code:
  - c. Date application was submitted to OSDS, if an application is pending:
  - d. NOTE: A copy of your Certification is required to be included if either of the above items is checked "Yes".

## **SAMPLE – TECHNICAL PROPOSAL STAFFING LABOR HOURS WORKSHEETS**

Note – These are sample documents. Staffing labor hours must be completed for all staff including subcontractors. The sample worksheets do not include all tasks and subtasks and must be customized to conform to all tasks and subtasks contained Section 7 of the RFP.

### **SAMPLE 1 - STAFFING LABOR HOURS WORKSHEETS FOR PRIME CONTRACTORS: <Enter fiscal year here>**

<b>Name</b>	<b>Title</b>	<b>Task 1.1 # of hours</b>	<b>Task 1.2 # of hours</b>	<b>Task 2.1 # of hours</b>	<b>Task 2.2 # of hours</b>	<b>Total # of hours</b>	<b>FTE%</b>
Jane Doe	Project Manager	10	100	50	10	170	10%
John Doe	Fiscal Manager	5	5	5	5	20	5%
<b>Total Hours</b>		15	105	55	15	190	15%

### **SAMPLE 2 - STAFFING LABOR HOURS WORKSHEETS FOR SUBCONTRACTORS: <Enter fiscal year here>**

<b>Name</b>	<b>Title</b>	<b>Task 1.1 # of hours</b>	<b>Task 1.2 # of hours</b>	<b>Task 2.1 # of hours</b>	<b>Task 2.2 # of hours</b>	<b>Total # of hours</b>	<b>FTE%</b>
Jane Doe	Project Manager	10	100	50	10	170	10%
John Doe	Fiscal Manager	5	5	5	5	20	5%
<b>Total Hours</b>		15	105	55	15	190	15%

## **CALIFORNIA DISABLED VETERAN BUSINESS ENTERPRISE (DVBE) PROGRAM REQUIREMENTS – FOR NON-IT SERVICES ONLY**

(Revised March 2016)

Please read the requirements and instructions carefully before you begin. These instructions contain information about the DVBE program requirements, bidder responsibilities, and the DVBE Bid Incentive. Bidders are responsible for thorough review and compliance with these instructions.

### **AUTHORITY**

The Disabled Veteran Business Enterprise (DVBE) Participation Goal Program for State contracts is established in Public Contract Code (PCC), §10115 et seq., Military and Veterans Code (MVC), §999 et seq., and California Code of Regulations (CCR), Title 2, §1896.61 et seq.

### **DVBE PARTICIPATION**

The minimum DVBE participation percentage (goal) is 3% for this solicitation unless another percentage is specified in the solicitation.

### **DVBE INCENTIVE**

A DVBE incentive will be given to bidders who provide DVBE participation, unless stated elsewhere in the solicitation that the DVBE incentive has been waived.

### **INTRODUCTION**

The bidder must complete the identified form(s) and fully document that the mandatory minimum percent of DVBE participation will be met in order to comply with this solicitation's DVBE program requirements or the bid may be considered non-responsive.

Information submitted by the bidder to comply with this solicitation's DVBE requirements will be verified by the State. If evidence of an alleged violation is found during the verification process, the State shall initiate an investigation, in accordance with the requirements of the PCC §10115, et seq., and MVC §999 et seq., and follow the investigatory procedures required by the 2 CCR §1896.91. Contractors found to be in violation of these provisions may be subject to suspension from doing business with the State of California, contract termination, civil penalties and loss of State certifications.

Only State of California, Office of Small Business and DVBE Services (OSDS), certified DVBEs (hereafter called “DVBE”) who will perform a commercially useful function (CUF) shall be used to satisfy the DVBE requirements. The term “DVBE contractor, subcontractor or supplier” means any person or entity that satisfies the ownership (or management) and control requirements of §1896.81, is certified in accordance with §1896.84, and provides services or goods that contribute to the fulfillment of the contract requirements by performing a commercially useful function. Bidders must verify each DVBE subcontractor’s certification with OSDS to ensure DVBE participation eligibility prior to submitting bids.

## **COMMERCIALLY USEFUL FUNCTION**

As defined in MVC §999 (B), a person or an entity is deemed to perform a “commercially useful function” if a person or entity does all of the following:

- Is responsible for the execution of a distinct element of the work of the contract.
- Carries out the obligation by actually performing, managing, or supervising the work involved.
- Performs work that is normal for its business services and functions.
- Is responsible, with respect to products, inventories, materials, and supplies required for the contract, for negotiating price, determining quality and quantity, ordering, installing, if applicable, and making payment.
- Is not further subcontracting a portion of the work that is greater than that expected to be subcontracted by normal industry practices.

A contractor, subcontractor, or supplier will not be considered to perform a “commercially useful function” if the contractor's, subcontractor's, or supplier's role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of disabled veteran business enterprise participation.

## **DVBE PROGRAM REQUIREMENTS**

To meet the DVBE program requirements, bidders must complete and fully document compliance with the following:

### **DVBE Participation Commitment**

Bidders must commit to meet or exceed the DVBE participation requirement in this solicitation by either Method A1 (bidder is a California certified DVBE) or A2 (bidder is not a California certified DVBE). Bidders must document DVBE participation commitment by completing and submitting all forms and documentation necessary to support meeting CUF. Forms include the Bidder Declaration (GSPD-05-105 form) and the DVBE Declarations form (Std. 843) located elsewhere in the solicitation, the

Confirmation Letter as described below, and any other requested documentation. Failure to complete and submit the required form(s) as instructed shall render the bid nonresponsive.

At the State's option prior to award of the contract, a written confirmation from each DVBE subcontractor identified on the Bidder Declaration must be provided. As directed by the State, the written confirmation must be signed by the bidder and/or the DVBE subcontractor(s). The written confirmation may request information that includes but is not limited to the DVBE scope of work, work to be performed by the DVBE, term of intended subcontract with the DVBE, anticipated dates the DVBE will perform required work, rate and conditions of payment, and total amount to be paid to the DVBE. If further verification is necessary, the State will obtain additional information to verify compliance with the above requirements.

#### **Method A1. Certified DVBE Bidder:**

- a. Commit to perform the participation goal percentage, a minimum of three percent of the contract bid amount with its own resources or in combination with another DVBE(s).
- b. Document DVBE participation on the Bidder Declaration GSPD-05-105 form. Question 1b for the Prime and then any subcontractors (any person, firm, corporation that will participate in fulfilling any part of the contract).
- c. Submit a written Confirmation Letter from each DVBE subcontractor identified on the Bidder Declaration. The written confirmation must include the solicitation number and be signed by the Bidder and the DVBE subcontractor(s). The written confirmation shall include, but is not limited to the work to be performed by the DVBE. Failure to submit signed confirmations with the bid may render the bid non-responsive. If further verification is necessary, the State will obtain additional information to verify compliance with the above requirements.
- d. Submit a completed Std. 843 DVBE Declarations form for all DVBE participants (prime and sub).

#### **Method A2. Non-DVBE Bidder:**

- a. Commit to using DVBE(s) to perform the participation goal percentage, a minimum of three percent of the contract bid amount.
- b. Document DVBE participation on the Bidder Declaration GSPD-05-105 form.
- c. Submit a written Confirmation Letter from each DVBE subcontractor identified on the Bidder Declaration. The written confirmation must include the solicitation number and be signed by the Bidder and the DVBE subcontractor(s). The written confirmation shall include, but is not limited to the work to be performed by the DVBE. Failure to submit signed confirmations with the bid may render the bid non-responsive. If further verification is necessary, the State will obtain additional

information to verify compliance with the above requirements. The awarding department contracting official named in the solicitation may contact each listed DVBE, by mail, fax or telephone, for verification of the bidder's submitted DVBE information. When requested, the document must be submitted to the address or facsimile number specified and within the timeframe identified in the notification.

- d. Submit a completed Std. 843 DVBE Declarations form for all DVBE participants.

### **Locating DVBE Suppliers**

To search for a California certified DVBE, go to the California Department of General Services website at <https://caleprocure.ca.gov/pages/PublicSearch/supplier-search.aspx>. You may also contact the CDE's DVBE Advocate for assistance. The CDE's DVBE Advocate can be found on the California Department of General Services, Office of Small Business & Disabled Veteran Business Enterprise Services website at <https://www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/Small-Business-Disabled-Veteran-Business-Enterprise-Advocate-Directory>.

### **DVBE BID INCENTIVE**

Unless stated elsewhere in the solicitation that the DVBE incentive has been waived, in accordance with Section 999.5(a) of the MVC an incentive will be given to bidders who provide DVBE participation. For evaluation purposes only, the State shall apply an incentive to bids that propose California certified DVBE participation as identified on the Bidder Declaration GSPD-05-105 form (located elsewhere within the solicitation document) and confirmed by the State. The incentive amount for awards based on low price will vary in conjunction with the percentage of DVBE participation. Unless a table that replaces the one below has been expressly established elsewhere within the solicitation, the following percentages will apply for awards based on low price.

- a. Confirmed DVBE Participation of: 5% or Over
  - i. DVBE Incentive: 5%
- b. Confirmed DVBE Participation of: 4% to 4.99% inclusive
  - i. DVBE Incentive: 4%
- c. Confirmed DVBE Participation of: 3% to 3.99 inclusive
  - i. DVBE Incentive: 3%

As applicable:

- a. Awards based on low price - the net bid price of responsive bids will be reduced (for evaluation purposes only) by the amount of DVBE incentive as applied to the lowest responsive net bid price. If the #1 ranked responsive, responsible bid is a California certified small business, the only bidders eligible for the incentive will

be California certified small businesses. The incentive adjustment for awards based on low price cannot exceed 5% or \$100,000, whichever is less, of the #1 ranked net bid price. When used in combination with a preference adjustment, the cumulative adjustment amount cannot exceed \$100,000.

- b. Awards based on highest score - the solicitation shall include an individual requirement that identifies incentive points for DVBE participation.
- c. A DVBE Business Utilization Plan (BUP) does not qualify a firm for a DVBE incentive – Bidders with a BUP, must submit a Bidders Declaration (GSPD-05-105 form) to confirm the DVBE participation for an element of work on this solicitation in order to claim a DVBE incentive(s).

### **DVBE Program Requirements Checklist**

- Document DVBE participation on the Bidder Declaration GSPD-05-105 form, which can be found here: <https://www.documents.dgs.ca.gov/dgs/fmc/gspd/gspd05-105.pdf>. Please read the GSPD-05-105 form instructions carefully.
- Document DVBE participation on the DVBE Declarations, Std. 843 form, which can be found here: [https://www.documents.dgs.ca.gov/dgs/fmc/gspd/pd\\_843.pdf](https://www.documents.dgs.ca.gov/dgs/fmc/gspd/pd_843.pdf). Please read the Std. 843 form carefully.
- Written confirmation, signed and dated commitment letter, from each certified DVBE identified as a subcontractor on the GSPD-05-105 form. The inclusion of cost information on the DVBE confirmation letter may disqualify the proposal from consideration.

## **CONTRACTOR CERTIFICATION CLAUSES (CCC) 04/2017**

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.

1. Contractor/Bidder Firm Name:
2. Federal ID Number:
3. By (Authorized Signature):
4. Printed Name and Title of Person Signing:
5. Date Executed:
6. Executed in the County of:

### **CONTRACTOR CERTIFICATION CLAUSES**

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

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION: Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (Pub. Contract Code §10296) (Not applicable to public entities.)
4. CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REQUIREMENT: Contractor hereby certifies that Contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003. Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lesser of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State. Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.
5. EXPATRIATE CORPORATIONS: Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.
6. SWEATFREE CODE OF CONDUCT:
  - a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at <http://www.dir.ca.gov>, and Public Contract Code Section 6108.
  - b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of

Industrial Relations, or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

7. DOMESTIC PARTNERS: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.3.
8. GENDER IDENTITY: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.35.

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

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

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

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

- a. 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.
- b. 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):

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

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

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

2. LABOR CODE/WORKERS' COMPENSATION: Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and

Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

3. AMERICANS WITH DISABILITIES ACT: Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)
4. CONTRACTOR NAME CHANGE: An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.
5. CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:
  - a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.
  - b. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.
  - c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.
6. RESOLUTION: A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.
7. AIR OR WATER POLLUTION VIOLATION: Under the State laws, the Contractor shall not be:(1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.
8. PAYEE DATA RECORD FORM STD. 204: This form must be completed by all contractors that are not another state agency or other governmental entity.

## **FEDERAL CERTIFICATIONS**

### **Certifications regarding lobbying, debarment, suspension and other responsibility matters; and drug-free workplace requirements**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82 “New restrictions on Lobbying,” and 34 CFR Part 85, “Government-wide Debarment and Suspension (Non procurement) and Government-wide requirements for Drug-Free Workplace (Grants).” The Certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

## **1. LOBBYING**

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000 as defined at 34 CFR Part 82, Section 82.105 and 82.110, the applicant certifies that:

- (a.) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement;
- (b.) If any funds other than federal appropriated funds have been or will be paid to any person for influencing or attempting to influence an employee of Congress, or any employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form –LLL, “Disclosure Form to Report Lobbying,” in accordance with this instruction;
- (c.) The undersigned shall require the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

## **2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

As required by executive Order 12549, Debarment and Suspension, and other responsibilities implemented at 34 CFR Part 85, for prospective participants in primary or substantive control over a covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110-

A. The applicant certifies that it and its principals:

(a.) Are not presently debarred, suspended proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency:

(b.) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c.) Have not within a three-year period proceeding this application had one or more public transactions (federal, state, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

## **3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1998, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Section 85.605 and 85.610-

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a.) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

(b.) Establishing an on-going drug-free awareness program to inform employees about-

- (1.)The danger of drug abuse in the workplace;
  - (2.)The grantee's policy of maintaining a drug-free workplace;
  - (3.)Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4.)The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c.)Making it a requirement that each employee to be engaged in performance of the grant be given a copy of the statement required by paragraph (a);
- (d.)Notifying the employee in the statement required by paragraph (a) that as a condition of employment under the grant, the employee will-
- (1.)Abide by the terms of the statement; and
  - (2.)Notify the employer in writing of his or her conviction for a violation;
- (e.)Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants, and Contracts Service, U.S. Department of Education 400 Maryland Avenue, S.W. (Room 3124, GSA Regional Office Building No.3), Washington, DC 20202-4571. Notice shall include the identification number(s) of each affected grant;
- (f.) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d) (2), with respect to any employee who is so convicted:
- (1.)Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (2.)Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency:
- (g.)Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code):

Check if there are workplaces on file that are not identified here.

#### **4. DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610

(a.)As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant, and

(b.)If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3124, GSA Regional Office Building No.3) Washington, DC 20202-4571. Notice shall include the identification number(s) of each affected grant.

**As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.**

NAME OF APPLICANT:

CONTRACT #:

PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE:

SIGNATURE:

DATE:

## **DARFUR CONTRACTING ACT CERTIFICATION**

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

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

**However, if this form is not completed, Attachment 6a Darfur Contracting Act Certification Supplemental form must be completed and submitted with your bid or proposal.**

### **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.

1. Contractor/Vendor Name:
2. Federal ID Number:
3. By (Authorized Signature):
4. Name and Title of Person Signing:
5. Date Executed:
6. Executed in the County and State of:

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

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

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

1. Company/Vendor Name:
2. Federal ID Number:
3. Initials of Submitter:
4. Name and Title of Person Initialing:

## **DARFUR CONTRACTING ACT CERTIFICATION SUPPLEMENTAL**

I acknowledge that I have read the Darfur Contracting Act Certification (Attachment 6) and my company has not, within the previous three years, had any business activities or other operations outside of the United States.

1. Contractor/Vendor Name:
2. Federal ID Number:
3. By (Authorized Signature):
4. Name and Title of Person Signing:
5. Date Executed:
6. Executed in the County and State of:

## **CALIFORNIA CIVIL RIGHTS LAWS CERTIFICATION**

Pursuant to Public Contract Code section 2010, a person that submits a bid or proposal to, or otherwise proposes to enter into or renew a contract with, a state agency with respect to any contract in the amount of \$100,000 or above shall certify, under penalty of perjury, at the time the bid or proposal is submitted or the contract is renewed, all of the following:

1. **CALIFORNIA CIVIL RIGHTS LAWS:** For contracts \$100,000 or more, 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 \$100,000 or more, 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.

1. Proposer/Bidder Firm Name (Printed):
2. Federal ID Number:
3. By (Authorized Signature):
4. Printed Name and Title of Person Signing:
5. Date Executed:
6. Executed in the County and State of:

## **BIDDER REFERENCES**

Bidders must provide 3 (three) client references for services it has performed within the past 5 years that are similar in size, scope, and type of service as specified in this RFP. Complete this form for each company reference.

1. Bidder's Name:
2. Company/Organization:
3. Contact:
4. Address:
5. Telephone:
6. Fax:
7. Email:
8. Project Name and/or Description:
  
9. Bidder's Involvement:

10. Start Date:

11. End Date:

12. Project Dollar Amount:

13. Describe the experience for this project as it relates to Section 7 of this RFP. The description of the project must be detailed and comprehensive enough to permit the State to assess the similarity of the project to the work anticipated in the award of the contract resulting from this procurement.

## **SMALL BUSINESS AND NON-SMALL BUSINESS SUBCONTRACTOR PREFERENCES**

### **NOTICE TO ALL BIDDERS:**

Small businesses will be granted the five percent (5%) small business preference on a bid evaluation by an awarding department when a responsible non-small business has submitted the lowest-priced, responsive bid or a bid that has been ranked as the highest scored bid pursuant to a solicitation evaluation method described in the California Code of Regulations Section 1896.8, and when the small business:

- a. Has included in its bid a signed notification to the awarding department that it is a small business or that it has submitted to the Department a complete application pursuant to Section 1896.14 no later than 5:00 p.m. on the bid due date, and is subsequently certified by the Department as a small business; and
- b. Has submitted a timely, responsive bid; and
- c. Is determined to be a responsible bidder.

Non-small business bidders will be granted a five percent (5%) non-small business subcontractor preference on a bid evaluation by an awarding department when a responsible non-small business has submitted the lowest-priced responsive bid or a bid that has been ranked as the highest scored bid pursuant to a solicitation evaluation method described in California Code of Regulations Section 1896.8, and when the non-small business bidder:

- a. Has included in its bid a signed notification to the awarding department that it commits to subcontract at least twenty-five percent (25%) of its net bid price with one or more small business(es); and
- b. Has submitted a timely, responsive bid; and
- c. Is determined to be a responsible bidder; and
- d. Submits a list of the small business(es) it commits to subcontract with for a commercially useful function in the performance of the contract. The list of subcontractors shall include their name, address, phone number, a description of the work to be performed, and the dollar amount or percentage (as specified in the solicitation) per subcontractor.

Are you a California certified small business?

Yes

No

Are you a non-SB contracting at least 25% to a California certified SB?

Yes

No

Company Name:

Signature:

Date:

A print out of the SB certification from the OSDS Web site must be included.

If you have applied and not yet been formally certified, include the date of application.

Date applied (if not yet certified):

## 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/pd/pd\\_843.pdf](https://www.documents.dgs.ca.gov/dgs/fmc/gspd/pd/pd_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>.

## **INTENT TO SUBMIT A PROPOSAL**

### **INSTRUCTIONS**

Return this Intent to Submit a Proposal form if you plan to submit a proposal for the Culturally and Linguistically Responsive Teaching Professional Development Request For Proposal (RFP) the CDE shall only accept proposals for which it has received an Intent to Submit a Proposal. This Intent to Submit a Proposal must be received by mail, email, or fax no later than September 18, 2020 at 5:00 pm PDT at:

Melissa Mallory  
California Department of Education  
English Learner Support Division  
Migrant Education Office  
1430 N Street, Suite 2204  
Sacramento, CA 95814  
Fax: 916-319-0138  
E-mail: [mmallory@cde.ca.gov](mailto:mmallory@cde.ca.gov)

### **QUESTIONS**

The purpose of this Intent to Submit a Proposal is to provide us with information to plan adequately for the review of proposals and to elicit from you questions that may be of concern to all bidders.

Questions, requests for clarification, concerns, and comments from applicants related to this Request for Proposal (RFP) must be prepared and submitted in writing, noting the page number(s) and section(s) from the RFP, and must be accompanied by the name, fax number, and email address of the person to whom the responses are to be sent.

The CDE shall make every effort to answer all questions received. The written response will include a list of all the questions submitted. This response will be posted on the CDE Web site and will be emailed only to the parties that submitted an Intent to Submit a Proposal form; therefore, email addresses must accompany written questions.

All questions must be received by Melissa Mallory, California Department of Education no later than 5:00 pm PST September 18, 2020 at the fax number noted above or by email to [mmallory@cde.ca.gov](mailto:mmallory@cde.ca.gov).

## **INTENT TO SUBMIT A PROPOSAL**

I/We intend to submit a proposal for a contract for the Culturally and Linguistically Responsive Teaching Professional Development Request For Proposal (RFP):

Name of Firm:

Individual Contact:

Address:

Phone:

Fax:

Email address:

Signature of Firm's Representative:

Date:

Name and Title of Representative:

## **CONFLICT OF INTEREST AND CONFIDENTIALITY STATEMENT**

I certify that I/We have no personal or financial interests and no present employment or activity which would be incompatible with this organization's participation in any activity related to the RFP or execution of the awarded Culturally and Linguistically Responsive Teaching Professional Development contract. For the duration of this organization's involvement in the Culturally and Linguistically Responsive Teaching Professional Development contract, this organization agrees not to accept any gift, benefit, gratuity or consideration, or begin a personal or financial interest in a party who is bidding and/or proposing, or associated with a bidder and/or proposer on the Culturally and Linguistically Responsive Teaching Professional Development contract.

I certify that this organization will keep all Culturally and Linguistically Responsive Teaching Professional Development contract information confidential and secure. This organization will not copy, give or otherwise disclose such information to any other person unless the California Department of Education has on file a confidentiality agreement signed by the other person, and the disclosure is authorized and necessary to the Culturally and Linguistically Responsive Teaching Professional Development contract. I understand that the information to be kept confidential includes, but not limited to, test items, test forms and related materials involving test security and validity; student records, data files, data disc, and any personally identifiable information (PII); written documents, analyses. I understand that if this organization leaves this Culturally and Linguistically Responsive Teaching Professional Development contract before it ends, this organization must still keep all contract information confidential. I agree to follow any instructions provided by the CDE relating to the confidentiality of the Culturally and Linguistically Responsive Teaching Professional Development contract information.

I fully understand that any unauthorized disclosure made by this organization may be a basis for civil or criminal penalties and/or disciplinary action (including dismissal for State employees). I agree to advise the Contract Monitor, at 916-319-0730 immediately in the event that I or another person within this organization either learn or have reason to believe that any person who has access to the Culturally and Linguistically Responsive Teaching Professional Development contract confidential information has or intends to disclose that information in violation of this agreement.

This statement must be fully completed and signed by an authorized representative.

Company Name:

Authorized Representative/Title:

Phone Number:

Fax Number:

E-mail Address:

Signature:

Date:

This information is subject to verification by the State of California. If the State finds a misrepresentation, the bid may be automatically disqualified from the procurement process or the contract may be canceled.

Return this Conflict of Interest and Confidentiality Statement, as a condition of receipt of this contract, to:

Melissa Mallory  
California Department of Education  
English Learner Support Division  
1430 N Street, 2204  
Sacramento, CA 95814  
Fax: 916-319-0138  
E-mail: [MMallory@cde.ca.gov](mailto:MMallory@cde.ca.gov)

## **CALIFORNIA DEPARTMENT OF EDUCATION COMPUTER SECURITY POLICY**

This policy applies to employees, contractors, consultants, temporaries, and other workers at the California Department of Education, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by employees, contractors, consultants, and temporaries, including all personnel affiliated with third parties.

In order to secure California Department of Education information technology (IT) resources and mitigate security vulnerabilities, all users shall use California Department of Education IT resources responsibly and adhere to the following requirements:

1. Install antivirus software and ensure that virus definition (DAT) files are, and remain, up to date.
2. Apply vendor-supplied patches/fixes necessary to repair security vulnerabilities.
3. Do not share your computer or network account(s) password with anyone. This includes family and other household members when work is being done at home.
4. Read and comply with the California Department of Education Computer Use Policy.\*
5. I have read and understand the California Department of Education Computer Security Policy.

Signature:

Date:

Print Name and Title:

This information is subject to verification by the State of California. If the State finds a misrepresentation, the bid may be automatically disqualified from the procurement process or the contract may be canceled.

\*The TSD-400 form will be supplied to the successful bidder.

This form must be kept on file by the bidder and made available to the California Department of Education, upon request, as a condition of receipt of the contract.

## **CALIFORNIA STATE TRAVEL PROGRAM**

### **TRAVEL AND PER DIEM LIMITATIONS**

A summary of the State of California Short-term Travel Expense Reimbursement Program Administered by the California Department of Human Resources

Reimbursement for travel is governed by the terms of the current Memorandum of Understanding and the applicable Government Code sections and CalHR Rules. Reimbursement for transportation expenses will be based on the method of transportation that is in the best interest of the state, considering both direct expense and the employee's time. Rates, time frames, and requirements are applicable to all contractors and subcontractors. Additional details applicable to the travel reimbursement program may be found in the California Code of Regulations, Title 2, Division 1, Chapter 3, Article 2 (requirements applicable to excluded employees).

### **CONDITIONS OF TRAVEL**

Reimbursement shall not be made for meal and lodging expenses incurred within 50 miles of home or headquarters. CDE may approve meals and/or lodging for employees on travel status away from, but within 50 miles of home or headquarters. Delegation does not extend to the approval of meals or lodging at either the home or headquarters location.

### **LODGING REIMBURSEMENT RATES - IN-STATE**

Applicable when state business requires an overnight stay and the employee uses a good, moderately priced commercial lodging establishment (hotel, motel, bed and breakfast, or public campground) that caters to the short-term traveler.

### **LODGING REIMBURSEMENT - (RECEIPT REQUIRED)**

- Statewide with the following (except as noted below): up to \$90 per night + tax\*
- Napa, Riverside, and Sacramento Counties: up to \$95 per night + tax\*
- Marin County: up to \$110 per night + tax\*
- Los Angeles, Orange, and Ventura Counties, and Edwards AFB (excluding the City of Santa Monica): up to \$120 per night + tax\*
- Monterey and San Diego: up to \$125 per night + tax\*
- Alameda, San Mateo, and Santa Clara: up to \$140 per night + tax\*
- City of Santa Monica: up to \$150 per night + tax\*
- San Francisco County: up to \$250 per night + tax\*

Note: Travelers who do not provide a lodging receipt are eligible to claim meals/incidentals only as appropriate to the time frames of travel (see below for rates and time frames).

## **MILEAGE REIMBURSEMENT RATES**

All privately owned vehicle mileage driven on State business is subject to advanced approval by the appointing authority. The rate claimed shall be considered full reimbursement for all costs related to the operation and maintenance of the vehicle, including both liability and comprehensive insurance.

- Automobile: \$0.575 per mile\*

If dropped off and picked up at a common carrier and no parking expense is claimed, mileage to and from the common carrier may be claimed at the above appropriate rate times twice the number of miles you actually occupy the vehicle (pays for each round trip).

## **MEALS AND INCIDENTALS - EACH 24 HOUR PERIOD**

- Breakfast: **actual expense up to \$7.00\***
- Lunch: **actual expense up to \$11.00\***
- Dinner: **actual expense up to \$23.00\***
- Incidentals: **actual expense up to \$5.00\***

Note: **YOU** must retain all meal receipts for audit by the state or the IRS.

## **TRIPS OF LESS THAN 24 HOURS**

For travel lasting less than 24 hours, employees may claim breakfast and/or dinner (as noted above), based on the following timeframes:

- Trip begins at or before 6 am and ends at or after 9 am - Breakfast may be claimed
- Trip begins at or before 4 pm and ends at or after 7 pm - Dinner may be claimed

Lunch or incidentals may not be claimed on one-day trips. When trips are less than 24 hours and there's no overnight stay, meals claimed are taxable.

Meals provided by the state, meals included in hotel expenses or conference fees, meals included in transportation costs such as airline tickets, or meals that are otherwise provided may not be claimed. Snacks and continental breakfasts such as rolls, juice, and coffee are not considered to be meals.

Note: No meal expense may be claimed or reimbursed more than once in any given 24-hour period.

## **TRIPS OF 24 HOURS OR MORE**

For travel lasting 24 hours or more, employees may claim meals (as noted above), based on the following timeframes:

### **A. First day of travel**

- Trip begins at or before 6 am - Breakfast may be claimed
- Trip begins at or before 11 am - Lunch may be claimed
- Trip begins at or before 5 pm - Dinner may be claimed

### **B. Continuing after 24 hours**

- Trip ends at or after 8 am - Breakfast may be claimed
- Trip ends at or after 2 pm - Lunch may be claimed
- Trip ends at or after 7 pm - Dinner may be claimed

Note: No meal expense may be claimed or reimbursed more than once in any given 24-hour period.

## **CONFERENCES/CONVENTIONS**

Rooms that are contracted by the sponsors for the event

- State sponsored: With receipt, up to \$110.00 + tax
- Non-state sponsored: With receipt, up to the rate contracted for the event

## **OUT-OF-STATE TRAVEL**

Lodging with receipt: actual expense (subject to CDE approval)

Meals/incidentals: same rates/requirements as in-state reimbursement

Lodging without a receipt: lodging, meals and incidentals will be reimbursed based on in-state rates and policies (subject to CDE approval)

Out-of-State Travel must follow AB 1887 which prohibits state-sponsored travel to any state with discriminatory laws. The California Attorney General's website provides a current list of states.

## **OUT-OF-COUNTRY TRAVEL**

Lodging with receipt: actual expense (subject to CDE approval)

Meals/incidentals: actual expense up to U.S. State Department Foreign per diem rates (meal/incidental rates, column B) in effect at the time of travel for the specific foreign location

## RECEIPTS/MISCELLANEOUS

Receipts are required for each item for expense for street car, ferry fares, bridge and road tolls, local transit, taxi, shuttle, or hotel bus, and parking over \$10, business phone calls over \$5.00, all gas for rental cars and all lodging, regardless of amount.

Keep all receipts. CDE may require submission of receipts with invoices. All business expenses are to be incurred as a result of conducting state business, and are subject to review/verification by the CDE.

Contractors/subcontractors are subject to the same rules and requirements if they are reimbursed for travel. Meals when the individual is not on travel status and refreshments or break service at meetings are not reimbursable.

\*Rates listed are as of July 2020. All rates are based on current state rates and are subject to change. Contractor will be paid the current state rates as established by the California Department of Human Resources. To check the current state rates for travel please go to:

<http://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx>