

ATTACHMENT CHECKLIST

A complete proposal or proposal package will consist of one original, three (3) copies, and one electronic copy on a portable USB drive of the Technical Proposal's complete submission, 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 RFP Section 3.2.1.
3. Technical Proposal Staffing Labor Hours Worksheets (Attachment 2). See RFP Section 3.2.2.
4. Contractor Certification Clauses (Attachment 4). See RFP 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 RFP Section 3.2.4.
6. Darfur Contracting Act Certification (Attachment 6 or 6a). See RFP Section 3.2.5.
7. California Civil Rights Laws Certification (Attachment 7). See RFP Section 3.2.6.
8. Bidder References (Attachment 8). See RFP Section 3.2.7.
9. Bidder Declaration (GSPD-05-105), if applicable. See RFP 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, if applicable. See RFP Section 3.2.9.
11. Payee Data Record (STD. 204). See RFP Section 3.2.10. STD. 204 can be accessed at: <http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf>.
 - Payee Data Record Supplement (STD. 205), included if applicable. STD. 205 can be accessed at: <https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std205.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 RFP Section 3.2.11.
13. Attachment Checklist (Attachment 10). See RFP Section 3.2.12.

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 and Non-Small Business Subcontractor Preferences (Attachment 9). See Attachment 9 and RFP Section 3.2.15, if applying for the preference.
2. DVBE Incentive Option. See Attachment 3 and RFP Section 3.2.15, if applying for the preference.
3. Target Area Contract Preference Act (TACPA) Preference (STD. 830). See RFP Section 3.2.15, if applying for the preference. STD. 830 can be accessed at: <http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std830.pdf>.