TECHNICAL EVALUATION CRITERIA
PHASE I – PRE-EVALUATION REVIEW – ATTACHMENT CHECKLIST

The CDE will review the contents of the Attachment Checklist for the presence of all correctly completed required forms/attachments. Bidders will be rated on the basis of Pass/Fail. Proposals that do not provide all of the forms/attachments, correctly completed as required by the RFP, may be deemed as non-responsive which may result in the elimination of the bidder's Proposal from further consideration.

TECHNICAL PROPOSAL

1. Technical Proposal as stated in this RFP

2. Bidder Certification Sheet (Attachment 1)

3. Technical Proposal Staffing Labor Hours Worksheets (Attachment 2)

4. Contractor Certification Clauses (Attachment 4). The CCC 04/2017 is also available on-line as stated in RFP Section 5 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)

6. Darfur Contracting Act Certification (Attachment 6 or 6a)

7. California Civil Rights Laws Certification (Attachment 7)

8. Bidder References (Attachment 8)

9. Bidder Declaration (GSPD-05-105), if applicable. The GSPD-05-105 can be accessed at: http://www.documents.dgs.ca.gov/pd/delegations/GSPD105.pdf. GSPD-05-105 must identify all proposed subcontractors, including any DVBE subcontractor(s), if any.

10. Copy of signed Commitment Letter(s) from each subcontractor, including any DVBE subcontractor(s), if any.

11. Payee Data Record (STD. 204). STD. 204 is available on-line as stated in RFP Section 5 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 the bidder is legally constituted and qualified to do business with the State of California.

13. Attachment Checklist (Attachment 10)

14. DVBE Certification printed from Cal eProcure, for each DVBE contractor/subcontractor, if any. Cal eProcure can be accessed at: https://caleprocure.ca.gov/pages/PublicSearch/supplier-search.aspx

    - Minimum 3% DVBE commitment (RFP Attachment 3, RFP Section 5.1, and RFP Section 5.2) has been met.

15. DVBE Declaration (STD. 843). The DVBE Declaration must be completed for each DVBE contractor/subcontractor, if any. The form can be accessed at: http://www.documents.dgs.ca.gov/pd/poliproc/STD-843FillPrintFields.pdf

COST PROPOSAL

1. Cost Proposal and Cover Sheet (refer to RFP Section 5) packaged, sealed, and submitted separately from the Technical Proposal (refer to RFP Section 5).

NOTE: All Cost Proposal information and applicable Attachments 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.

OPTIONAL FORMS/ATTACHMENTS

Submitting any of the following form(s) is optional. Not submitting the following form(s) only signifies that the bidder has not opted for the pertinent Preference Program (See RFP Section 5.2) listed and the bidder will not be deemed as being non-responsive for not providing any of the following optional forms/attachments.

The bidder has opted for the following Preference Program(s) and has submitted the required forms/ attachments:

1. Small Business Preference Sheet (Attachment 9), if applying for the preference.

2. Target Area Contract Preference Act (TACPA) Preference (STD. 830). STD. 830 is available on-line as stated in RFP Section 5 at: http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std830.pdf

Proposals that do not provide all of the required forms/attachments, correctly completed as required by the RFP, may be deemed non-responsive

RESULTS OF PHASE I – PRE-EVALUATION REVIEW – ATTACHMENT CHECKLIST

Bidders will be rated on the basis of Pass/Fail. Proposals that do not provide all of the forms/attachments, correctly completed as required by the RFP, may be deemed as non-responsive which may result in the elimination of the bidder's Proposal from further consideration.

1. All required forms/attachments as required by RFP Section 5 and Attachment Checklist (Attachment 10).

PASS OR FAIL

2. No Cost information of any kind included in the Technical Proposal or Technical Proposal package.

PASS OR FAIL

3. The required forms/attachments not checked in checklist above were not provided by the bidder as required by RFP Section 5 and Attachment Checklist (Attachment 10) and as a result the bidder's Proposal has been eliminated from further consideration.

PASS OR FAIL

4. The required forms/attachments not checked in checklist above were not correctly completed by the bidder as required by RFP Section 5 and the Attachment Checklist (Attachment 10) and as a result the bidder's Proposal has been eliminated from further consideration.

PASS OR FAIL

5. Cost information was included in the Technical Proposal or Technical Proposal package and as a result the bidder's Proposal has been eliminated from further consideration.

PASS OR FAIL

PHASE II –TECHNICAL PROPOSAL EVALUATION

An evaluation panel will convene to evaluate the proposals using a consensus process. A minimum of 360 out of 400 is required for a proposal to advance to Public Opening of the Cost Proposal.

RFP Section 3. Scope of Project, Task 1 – Coordination and Communications with the CDE, Subtasks 1.1 – 1.7

When evaluating the bidder's Technical Proposal for this section, please consider carefully the following guiding questions and the information requirements contained in Task 1.1 – 1.7 including subtasks before assigning the consensus score.

How well does the bidder's proposal demonstrate its capability to:

1. Plan and conduct the Orientation Meeting as described in Task 1.1?

2. Comply with Annual Management Meetings as described in Task 1.2?

3. Plan and conduct Monthly Management Meetings as described in Task 1.3?

4. Comply with Field Data Committee as described in Task 1.4?

5. Plan to provide meeting minutes and records for each meeting as described in Task 1.5?

6. Meet the CDE Approval Schedule Requirements as specified in Task 1.6?

7. Plan to coordinate with CDE Contractors as described in Task 1.7?

Task 1.1 – 1.7 Consensus score: <Your Score> out of 35 points possible

RFP Section 5.1. Technical Proposal Requirements, Task 1 – Coordination and Communications with the CDE, Subtasks 1.1 – 1.7

When evaluating the bidder's proposal for this section, please carefully consider the following questions and the information requirements contained in Section 5.1 in relation to the services described in Task 1.1 -1.7 including subtasks of the RFP before assigning the consensus score.

1. To what extent does the proposed project staff have the organization, management capability, competency and expertise, and related experience to perform Task 1.1 – 1.7?

2. To what extent does the proposed project staff have the personnel resources (e.g. hours) by fiscal year to perform Task 1.1 – 1.7?

3. To what extent do the bidder and the bidder's proposed subcontractor(s), if any, have the facilities, resources, equipment, technical capacity, and experience to perform the work required by Task 1.1 – 1.7?

4. To what extent do the bidder and the bidder's proposed subcontractor(s), if any, possess sufficient professional qualifications and experience for Task 1.1 – 1.7?

Section 5.1, Task 1.1 – 1.7 Consensus score: <Your Score> out of 10 points possible

RFP Section 3. Scope of Project, Task 1 – Coordination and Communications with the CDE, Subtasks 1.8

When evaluating the bidder's Technical Proposal for this section, please consider carefully the following guiding questions and the information requirements contained in Task 1.8 including subtasks before assigning the consensus score.

How well does the bidder's proposal demonstrate its capability to:

1. Include a transition of contracts as specified in Task 1.8

Task 1.8 Consensus score: <Your Score> out of 10 points possible

RFP Section 5.1. Technical Proposal Requirements, Task 1 – Coordination and Communications with the CDE, Subtasks 1.8

When evaluating the bidder's proposal for this section, please carefully consider the following questions and the information requirements contained in Section 5.1 in relation to the services described in Task 1.8 including subtasks of the RFP before assigning the consensus score.

1. To what extent does the proposed project staff have the organization, management capability, competency and expertise, and related experience to perform Task 1.8?

2. To what extent does the proposed project staff have the personnel resources (e.g. hours) by fiscal year to perform Task 1.8?

3. To what extent do the bidder and the bidder's proposed subcontractor(s), if any, have the facilities, resources, equipment, technical capacity, and experience to perform the work required by Task 1.8?

4. To what extent do the bidder and the bidder's proposed subcontractor(s), if any, possess sufficient professional qualifications and experience for Task 1.8?

Section 5.1, Task 1.8 Consensus score: <Your Score> out of 5 points possible

RFP Section 3. Scope of Project, Task 2 – Reports, Invoices, and Data File Requirements

When evaluating the bidder's Technical Proposal for this section, please consider carefully the following guiding questions and the information requirements contained in Task 2 including subtasks before assigning the consensus score.

How well does the bidder's proposal demonstrate its capability to:

1. Include and meet the specifications of the Monthly Written Progress Reports as described in Task 2.1?

2. Meets the specifications of the Annual Reports (Annual Summary Project Report, OCTAE Reports, Narrative Report, California Adult Education California Annual Performance Report, End of Year Progress Report and Reports Technical Assistance) as described in Task 2.2?

3. Include and meet the data file and reporting specifications as described in Task 2.3?

Task 2 Consensus score: <Your Score> out of 50 points possible

RFP Section 5.1. Technical Proposal Requirements, Task 2 – Reports, Invoices, and Data File Requirements

When evaluating the bidder's proposal for this section, please carefully consider the following questions and the information requirements contained in Section 5.1 in relation to the services described in Task 2 including subtasks of the RFP before assigning the consensus score.

1. To what extent does the proposed project staff have the organization, management capability, competency and expertise, and related experience to perform Task 2?

2. To what extent does the proposed project staff have the personnel resources (e.g. hours) by fiscal year to perform Task 2?

3. To what extent do the bidder and the bidder's proposed subcontractor(s), if any, have the facilities, resources, equipment, technical capacity, and experience to perform the work required by Task 2?

4. To what extent do the bidder and the bidder's proposed subcontractor(s), if any, possess sufficient professional qualifications and experience for Task 2?

Section 5.1, Task 2 Consensus score: <Your Score> out of 10 points possible

RFP Section 3. Scope of Project, Task 3 – Comprehensive Plan and Schedule for Project Activities and Deliverables

When evaluating the bidder's Technical Proposal for this section, please consider carefully the following guiding questions and the information requirements contained in Task 3 including subtasks before assigning the consensus score.

How well does the bidder's proposal demonstrate its capability to:

1. Provide a detailed narrative schedule and timeline that demonstrates the successful and timely completion of all tasks/subtasks outlined in the RFP, as described in Task 3.1?

Task 3 Consensus score: <Your Score> out of 20 points possible

RFP Section 5.1. Technical Proposal Requirements, Task 3 – Comprehensive Plan and Schedule for Project Activities and Deliverables

When evaluating the bidder's proposal for this section, please carefully consider the following questions and the information requirements contained in Section 5.1 in relation to the services described in Task 3 including subtasks of the RFP before assigning the consensus score.

1. To what extent does the proposed project staff have the organization, management capability, competency and expertise, and related experience to perform Task 3?

2. To what extent does the proposed project staff have the personnel resources (e.g. hours) by fiscal year to perform Task 3?

3. To what extent do the bidder and the bidder's proposed subcontractor(s), if any, have the facilities, resources, equipment, technical capacity, and experience to perform the work required by Task 3?

4. To what extent do the bidder and the bidder's proposed subcontractor(s), if any, possess sufficient professional qualifications and experience for Task 3?

Section 5.1, Task 3 Consensus score: <Your Score> out of 10 points possible

RFP Section 3. Scope of Project, Task 4 – Student Assessments

When evaluating the bidder's Technical Proposal for this section, please consider carefully the following guiding questions and the information requirements contained in Task 4 including subtasks before assigning the consensus score.

How well does the bidder's proposal demonstrate its capability to:

1. Describe the general approach and specific plans for providing appropriate NRS approved summative assessment instruments and support materials to all local programs for all levels of ABE, ELA, and ASE, as specified in Task 4?

2. Describe the plans for providing summative assessment instruments and support materials for each of the areas under ELA, EL Civics and IELCE, including the civic Objectives and Additional Assessment Plans topics, as specified in Task 4?

- Describe the process that will be used to minimize excessive ordering of assessment materials by local agencies as specified in Task 4?

- Describe its plan for security protocols, such as tracking of shipped test materials, and the process for the secure destruction of unused test materials as specified in Task 4?

3. Describe plans for providing timely technical training and support as specified in Task 4, this must include:

Task 4 Consensus score: <Your Score> out of 40 points possible

RFP Section 5.1 Technical Proposal Requirements, Task 4 – Student Assessments

When evaluating the bidder's proposal for this section, please carefully consider the following questions and the information requirements contained in Section 5.1 in relation to the services described in Task 4 including subtasks of the RFP before assigning the consensus score.

1. To what extent does the proposed project staff have the organization, management capability, competency and expertise, and related experience to perform Task 4?

2. To what extent does the proposed project staff have the personnel resources (e.g. hours) by fiscal year to perform Task 4?

3. To what extent do the bidder and the bidder's proposed subcontractor(s), if any, have the facilities, resources, equipment, technical capacity, and experience to perform the work required by Task 4?

4. To what extent do the bidder and the bidder's proposed subcontractor(s), if any, possess sufficient professional qualifications and experience for Task 4?

Section 5.1, Task 4 Consensus score: <Your Score> out of 20 points possible

RFP Section 3. Scope of Project, Task 5 – Data System and Management of Information Systems

When evaluating the bidder's Technical Proposal for this section, please consider carefully the following guiding questions and the information requirements contained in Task 5 including subtasks before assigning the consensus score.

How well does the bidder's proposal demonstrate its capability to:

1. Its existing data system proposed for California interact with existing school attendance systems and how it conforms to national requirements from RFP Scope of Project, as specified in Task 5?

2. Its Data System and Management Information System from RFP Scope of Project, as specified in RFP Section 3, Task 5.1.2:

3. Its data collection process for capturing all data fields from RFP Scope of Project, as specified in Task 5?

4. Its process for maintaining the privacy and confidentiality of individual student data and results, including encryption at rest and during transit with a FIPS 140-2 validation solution from RFP Scope of Project, as specified in Task 5?

5. Its process for the quarterly and annual data submissions from local agencies from RFP Scope of Project, as specified in Task 5?

6. Its ability to perform a data match to verify the official High School Diploma, High School Equivalency by passing TASC, HiSet, GED tests, and California High School Proficiency Examination certificate outcomes of adult students with the data collected from the agencies from RFP Scope of Project, as specified in Task 5?

7. Its ability to perform a data match perform a data match with the state Unemployment Insurance agency to collects employment and earnings outcomes of adult students that have not volunteered a social security number from RFP Scope of Project, as specified in Task 5?

8. Its ability to perform a data match perform a data match with the California Community Collect Chancellors Office to collect student transitions to post-secondary education and training from RFP Scope of Project, as specified in Task 5?

9. Its ability to develop an annual process to evaluate implementation of the Section 243 Integrated English Literacy and Civic Education Program from FRP Scope of Project, as specified in Task 5?

10. Its ability to develop a Section 243 Integrated English Literacy and Civic Education Program Plan that is due from all grantees April 30 each year FRP Scope of Project, as specified in Task 5?

11. Its ability to address the pay-for-performance data system required by CDE and its flexibility to accommodate changes from RFP Scope of Project, as specified in Task 5?

12. Its process to deliver required data files to CDE and periodic ad hoc reports as specified from RFP Scope of Project, as specified in Task 5?

13. Its ability to develop an Employment and Earnings Follow-Up Survey for students that do not volunteer as social securing number and thus, cannot be matched with the state employment and wages files from RFP Scope of Project, as specified in Task 5?

14. Its ability to develop WIOA, Title II: AEFLA Program Implementation Survey that must be completed by grantees April 30 annually from RFP Scope of Project, as specified in Task 5?

15. Its ability to represent the CDE in performance of miscellaneous state data sharing activities with other state agencies pursuant to written data sharing agreements and in compliance with all applicable laws from RFP Scope of Project, as specified in Task 5?

16. Its ability to meet data delivery requirements to the CDE from RFP Scope of Project, as specified in Task 5?

17. Its ability to develop a user-friendly manual to guide local agencies in using the data and data systems from RFP Scope of Project, as specified in Task 5?

18. Its ability to provide instruction in multiple modalities (in person, Webinars, self-paced online sessions, etc.) for agencies on effective usage of the data collection system from RFP Scope of Project, as specified in Task 5?

19. Its process to provide individual technical support to local agencies that encounter problems in using the data system from RFP Scope of Project, as specified in Task 5?

20. Its process to provide individualized Technical Assistance (ITA) to local agencies needing improvement from RFP Scope of Project, as specified in Task 5?

Task 5 Consensus score: <Your Score> out of 125 points possible

RFP Section 5.1 Technical Proposal Requirements, Task 5 – Data System and Management of Information Systems

When evaluating the bidder's proposal for this section, please carefully consider the following questions and the information requirements contained in Section 5.1 in relation to the services described in Task 5 including subtasks of the RFP before assigning the consensus score.

1. To what extent does the proposed project staff have the organization, management capability, competency and expertise, and related experience to perform Task 5?

2. To what extent does the proposed project staff have the personnel resources (e.g. hours) by fiscal year to perform Task 5?

3. To what extent do the bidder and the bidder's proposed subcontractor(s), if any, have the facilities, resources, equipment, technical capacity, and experience to perform the work required by Task 5?

4. To what extent do the bidder and the bidder's proposed subcontractor(s), if any, possess sufficient professional qualifications and experience for Task 5?

Section 5.1, Task 5 Consensus score: <Your Score> out of 20 points possible

RFP Section 5.1. Technical Proposal Requirements, 5.1.3 Organization Structure and Personnel Resources

When evaluating the bidder's proposal for this section, please carefully consider the following questions and the information requirements contained in Section 5.1.3 in relation to the overall proposal before assigning the consensus score.

How well does the bidder's proposal:

1. Include and meet the specifications of the Technical Proposal Requirements, 5.1.3 Organization Structure and Personnel Resources required in RFP Section 5.1.3?

2. Identify, describe and demonstrate that the assigned Project Manager meets or exceeds the requirements stated in RFP Section 5.1.3?

3. Identify, describe and demonstrate that the assigned Fiscal Manager meets or exceeds the requirements stated in RFP Section 5.1.3?

4. Identify by name and position title all Key Personnel as required in RFP Section 5.1.3?

5. Describe and demonstrate how the Key Personnel meet or exceed the requirements stated in RFP Section 5.1.3?

6. Provide resumes for the Project Manager, Fiscal Manager, and all Key Personnel as required in RFP Section 5.1.3?

7. Specify that the bidder will comply with the Changes to Key Personnel requirements stated in RFP Section 5.1.3.

8. Address the Subcontractor requirements required in RFP Section 5.1.3?

9. Describe and demonstrate that the proposed Key Personnel and Subcontractors possess the qualifications and experience to perform the work required by this project?

10. Provide an organization chart as required?

11. Provide for allocation of sufficient labor hours per position per task and per fiscal year as required in RFP Section 5.1.3?

12. Demonstrate a clear connection between proposed activities and labor hours?

Section 5.1.3 Consensus score: <Your Score> out of 25 points possible

RFP Section 5.1.4 Capacity and Bias

When evaluating the bidder's proposal for this section, please consider carefully the following guiding questions and the information requirements contained in RFP Section 5.1.4 in relation to the overall proposal before assigning the consensus score.

How well does the bidder's proposal:

1. Include and meet the requirements of the Technical Proposal Requireents, 5.1.4 Capacity and Bias required in RFP Section 5.1?

Section 5.1.4 Consensus score: <Your Score> out of 10 possible points

RFP Section 5.1 Technical Proposal Requirements, 5.1.5 Facilities and Resources, and 5.1.6 Bidder References

When evaluating the bidder's proposal for this section, please consider carefully the following guiding questions and the information requirements contained in RFP Section 5.1.5, and 5.1.6 in relation to the overall proposal before assigning the consensus score.

How well does the bidder's proposal:

1. Include and meet the specifications of the Technical Proposal Requirements, 5.1.5 Facilities and Resources, and 5.1.6 Bidder References required in RFP Section 5.1?

Section 5.1.5, and 5.1.6 Consensus score: <Your Score> out of 10 possible points

PHASE II –TECHNICAL PROPOSAL EVALUATION – TOTAL SCORESHEET

Bidder Name: <Enter Name of Bidder Here>

RFP Section/Task

- RFP Section 3 Scope of Project, Task 1 – Coordination and Communications with the CDE, Subtasks 1.1 – 1.7,

  35 possible points
  Consensus Score: <Your Score>

- RFP Section 5.1 Technical Proposal Requirements, Task 1 – Coordination and Communications with the CDE, Subtasks 1.1 – 1.7,

  10 possible points
  Consensus Score: <Your Score>

- RFP Section 3 Scope of Project, Task 1 – Coordination and Communications with the CDE, Subtask 1.8,

  10 possible points
  Consensus Score: <Your Score>

- RFP Section 5.1 Technical Proposal Requirements, Task 1 – Coordination and Communications with the CDE, Subtask 1.8,

  5 possible points
  Consensus Score: <Your Score>

- RFP Section 3 Scope of Project, Task 2 – Reports, Invoices, and Data File Requirements,

  50 possible points
  Consensus Score: <Your Score>

- RFP Section 5.1 Technical Proposal Requirements, Task 2 – Reports, Invoices, and Data File Requirements,

  10 possible points
  Consensus Score: <Your Score>

- RFP Section 3 Scope of Project, Task 3 – Comprehensive Plan and Schedule for Project Activities and Deliverables,

  20 possible points
  Consensus Score: <Your Score>

- RFP Section 5.1 Technical Proposal Requirements, Task 3 – Comprehensive Plan and Schedule for Project Activities and Deliverables,

10 possible points
Consensus Score: <Your Score>

- RFP Section 3 Scope of Project, Task 4 – Student Assessments,

40 possible points
Consensus Score: <Your Score>

- RFP Section 5.1 Technical Proposal Requirements, Task 4 – Student Assessments,

20 possible points
Consensus Score: <Your Score>

- RFP Section 3 Scope of Project, Task 5 – Data System and Management of Information Systems,

125 possible points
Consensus Score: <Your Score>

- RFP Section 5.1 Technical Proposal Requirements, Task 5 – Data System and Management of Information Systems,

20 possible points
Consensus Score: <Your Score>

- RFP Section 5.1 Technical Proposal Requirements, 5.1.3 Organization Structure and Personnel Resources,

25 possible points
Consensus Score: <Your Score>

- RFP Section 5.1 Technical Proposal Requirements, 5.1.4 Capacity and Bias,

10 possible points
Consensus Score: <Your Score>

- RFP Section 5.1 Technical Proposal Requirements, 5.1.5 Facilities and Resources; 5.1.6. Bidder References,

10 possible points
Consensus Score: <Your Score>

Phase II Technical Proposal Evaluation Total Score: <Your Score> out of 400 possible points.

The total proposal score must be equal to or greater than 360 out of 400 possible points to continue to the Public Opening of the Cost Proposal.

COST PROPOSAL EVALUATION

A minimum of 360 of 400 points in Phase II, Technical Proposal Evaluation, is required for a bidder to advance to the Public Opening of the Cost Proposal. Each opened cost proposal will be evaluated according to the following criteria.

ADHERENCE TO COST PROPOSAL REQUIREMENTS

This step is rated on a YES or NO basis. Receipt of a NO on any of the following may result in elimination of the proposal from further consideration and review. CDE reserves the right, at its sole discretion, to overlook, correct, or require a bidder to remedy any obvious clerical or incidental mathematical errors on a proposal, if the correction does not result in an increase in the bidders' total price. As specified in RFP Section 5.3, the Cost Proposal contains or specifies at a minimum the following:

A. One clearly marked ORIGINAL Cost Proposal and six copies submitted in a separate, sealed envelope or package and received by the date and time specified in the RFP Section 4.3 at the California Department of Education.

YES or NO

B. The CDE Contracts Office has determined the Cost Proposal meets the criteria specified in RFP Section 5.3.

YES or NO

C. Cover Sheet: The Cover Sheet indicates the TOTAL amount for the overall contract without any cost breakdown.

YES or NO

D. Includes a Summary of all Costs for Total Project for all fiscal years as specified in Section 5.3.

YES or NO

E. Includes a Task Detail for Contractor and for each Subcontractor for each fiscal year, or portion of fiscal year, as specified in Section 5.3.

YES or NO

F. Task Detail includes detailed labor costs including hourly rates, number of labor hours for each job position/name for each task/subtask. Costs are accurately computed for each task/subtask using the hourly rate and number of labor hours, and a total is included for each task/subtask.

YES or NO

G. Number of labor hours for each job position/name corresponds with the labor hours, job positions/names contained in the Technical Proposal Staffing Labor Hours Worksheet (Attachment 2). (Failure to do so may result in the disqualification of the proposal.)

YES or NO

Travel Costs

A. Travel and per diem rates do not exceed rates established for the State of California's non-represented employee's, computed in accordance with and allowable pursuant to applicable California Department of Human Resources regulations, see Attachment 14, California State Travel Program.

YES or NO

Other Direct Costs/Indirect Costs

A. Other Direct Cost: Includes an itemized detailed narrative description of direct costs to specify what is included for any proposed direct costs and does not include any labor costs.

YES or NO

B. Indirect Costs (if any): Identifies the rate of the indirect costs and includes a detailed narrative description to specify what is included for any indirect costs rates proposed. Indirect costs must not cover costs covered under other costs identified in the Cost Proposal.

YES or NO

Subcontractor Costs (if any)

A. Separate Cost Worksheets are provided for each subcontractor and for each fiscal year, or part thereof.

YES or NO

Information Technology Development Costs (if applicable)

A. If applicable, the Cost Proposal must identify costs within a task that are associated with information technology development.

YES or NO

The contract shall be awarded to the lowest responsible bidder (A responsive bidder is defined as a bidder who successfully advanced from Phase I Pre-Evaluation Review Attachment Checklist and Phase II Technical Proposal Evaluation, and advanced to the Public Opening of the Cost Proposal and successfully passed the Cost Proposal Evaluation, with the lowest total bid amount.)

If no proposals are received containing bids offering a price, which in the opinion of the CDE is a reasonable price, CDE is not required to award an Agreement (PCC 10344 [d]).

Every component of the cost is subject to reasonableness of cost justification to the Department of General Services (DGS), who may approve it at its discretion. If any portion of the cost is rejected by DGS, then the entire bid will be rejected.