# 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. This Bidder Certification Sheet must be signed and returned along with all the required attachments (RFP Section 3.2) as an entire package with original signatures. The proposal must be transmitted in a sealed envelope in accordance with RFP instructions.

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 this 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 we will comply with the CDE Approval Schedule Requirements. (Refer to RFP Section 7, Task 1).

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 7920.000 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 a 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. Email: _____
4. Address: _____
5. Indicate your organization type: Public Entity
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. If you are certified with the Department of General Services, Office of Small Business and Disabled Veteran (OSDS) as:
    a. A California Small Business Enterprise?
       i. If yes, enter certification number: _____
    b. A Disabled Veteran Business Enterprise?
       i. If yes, enter your certification number: _____
    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 the answer to either of the above questions a or b is Yes.