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STATE OF CALIFORNIA

## BOARD OF STATE AND COMMUNITY CORRECTIONS

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GAVIN NEWSOM  
*Governor*

# REQUEST FOR PROPOSALS Notice to Prospective Proposers

February 12, 2021

❖ **DECISION POINTS.** Discuss, consider, and make decisions on the following:

- Does the name reflect the intent of the RFP?

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You are invited to review and respond to this Request for Proposals (RFP), entitled **Title II Grant Program: Effective Interventions and/or Replicable Strategies for Addressing Racial and Ethnic Disparities.** In submitting your proposal, you must comply with these instructions.

Note: For private companies, all agreements entered into with the State of California will include by reference General Terms and Conditions that may be viewed and downloaded at: <https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language>. If you do not have internet access, a hard copy can be provided by contacting Jessica Espinoza as listed below:

For California State Universities, all agreements entered into with the State of California will include by reference University Terms and Conditions that may be viewed and

downloaded at <https://www.ucop.edu/research-policy-analysis-coordination/research-sponsors-agreements/state-of-california/cma-templates.html>.

In the opinion of the Board of State and Community Corrections (BSCC), this RFP is complete and without need of explanation. However, if you have questions, or should you need any clarifying information, the contact person for this RFP is:

Jessica Espinoza  
Board of State and Community Corrections  
[BSCCProcurement@bscc.ca.gov](mailto:BSCCProcurement@bscc.ca.gov)

Please Note: No verbal information given will be binding upon the BSCC unless such information is issued in writing as an official addendum.

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## **A. BACKGROUND**

The Juvenile Justice Reform Act (JJRA) of 2018 is the federal statute that establishes the Title II Grant Program. The U.S. Office of Juvenile Justice and Delinquency Prevention (OJJDP) administers the grant, in part, by awarding grants to states to support delinquency prevention and juvenile justice system improvement. The Board of State and Community Correction (BSCC) is the state agency that receives and administers California's Title II award. The BSCC must competitively award the majority of these funds to units of local government, nonprofit, nongovernmental organizations (NGOs) (referred to as local private agencies in the JJRA), and Indian tribes consistent with the purpose and intent of the JJRA and California's Title II State Plan.

OJJDP requires states that receive Title II awards to establish a State Advisory Group to advise on Title II activities. In California, this Advisory Group is the State Advisory Committee on Juvenile Justice and Delinquency Prevention (SACJJDP). The SACJJDP is a governor-appointed committee serving as a standing BSCC Executive Steering Committee (ESC) that works on behalf of the Governor to support policy and programs that improve outcomes for young people in the justice system. The SACJJDP developed California's 2018-2020 State Plan, which was then approved by the Board and accepted by OJJDP. For more information about SACJJDP and the Title II State Plan click here: <http://www.bscc.ca.gov/wp-content/uploads//2018-20-State-Plan-OJJDP-Title-II-Formula-Grants-Program.pdf>

The Title II Grant Program provides alternatives to detention, promotes youth safety and well-being while in custody and identifies and supports successful and emerging reentry models. It intends that in-custody programs focus on rehabilitation and building individual strengths instead of punishment for past mistakes and deficits. It intends that California's Racial and Ethnic Disparity (R.E.D.) of youth in the juvenile justice system be addressed.

Pursuant to the Juvenile Justice and Delinquency Prevention (JJDP) Act, 34 U.S.C. § 11133(a)(15), in order to achieve compliance with the R.E.D requirement, states and territories must "implement policy, practice, and system improvement strategies at the state, territorial, local, and tribal levels, as applicable, to identify and reduce racial and ethnic disparities among youth who come into contact with the juvenile justice system, without establishing or requiring numerical standards or quotas, by:

- Establishing or designating existing coordinating bodies, composed of juvenile justice stakeholders (including representatives of the educational system) at the state, local, or tribal levels, to advise efforts by states, units of local government, and Indian Tribes to reduce racial and ethnic disparities;
- Identifying and analyzing data on race and ethnicity at decision points in state, local, or tribal juvenile justice systems to determine which such points create racial and ethnic disparities among youth who come into contact with the juvenile justice system; and

- Developing and implementing a work plan that includes measurable objectives for policy, practice, or other system changes, based on the needs identified in the data collection and analysis under subparagraph (B).”

To address the above requirements, the SACJJP developed the following charge:

The SACJJDP will hire a consultant or use a subject matter expert(s) to develop a detailed review of each county, including the assessment of county interventions that are resulting in the reduction of racial and ethnic disparity and the identification of challenges and barriers that may exist within the county juvenile justice system. The review would analyze the RRI data and other sources of data as well as county policies, processes, and procedures. The analysis would demonstrate where disparity exists within the juvenile justice system and the project will highlight projects that are particularly noteworthy, and include information about what makes them noteworthy to provide a framework to help counties to develop more effective interventions and/or replicable strategies.

**❖ DECISION POINTS. Discuss, consider, and make decisions on the following:**

- **Does the Purpose and Description meet the needs of the committee?**
- **Is the age of the target population correct?**

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**B. PURPOSE AND DESCRIPTION OF SERVICES**

The purpose of this Request for Proposals (RFP) is to solicit proposals from universities and research firms to develop a statewide and county level framework that identifies racial and ethnic disparities and effective interventions and/or replicable strategies for addressing racial and ethnic disparities in California.

This RFP requests an evaluation of racial and ethnic disparities in juveniles at the state and county level. This evaluation should:

- identify and select juvenile racial and ethnic disparity indicators, which will be used to develop data dashboards and report tables at the statewide and county level.
- conduct an analysis of each county to learn what is occurring at the policy and practice level that may be influencing juvenile racial and ethnic disparities.
- conduct an in-depth review of a sample of counties to further investigate factors that contribute to racial and ethnic disparities; challenges and barriers to

reducing racial and ethnic disparities; and policies, practices, and interventions that reduce racial and ethnic disparities.

- develop a framework that will assist in determining the most appropriate, measurable interventions and/or replicable strategies to implement to reduce racial and ethnic disparities.

Applicants are requested to provide a proposal that:

- 1) focuses on the youth in the juvenile criminal justice system. Juvenile for this project is defined as youth ranging from 12 to 18 years of age, and also includes transitional age youth up to 25 years of age.
- 2) completes the work in consultation with BSCC Staff, the SACJJDP, and R.E.D. Subcommittee. Key decisions regarding the specific data elements, metrics, and information collected will be determined in conjunction with the R.E.D. Subcommittee.
- 3) focuses on the selection of data elements, metrics, and information that is targeted and most useful for understanding where juvenile racial and ethnic disparities occur and the best practices for reducing these disparities.
- 4) recognizes that although the analyses are at the county level, the outreach plan for collecting information from each county should also include the cities and community-based organizations (CBOs) within the county and that these entities are not required to respond to and participate in data collection efforts. Thus, methods for outreach and the encouragement of participation shall be considered.
- 5) includes documentation of the methodology used for each deliverable with enough detail that all aspects are replicable by BSCC staff or the R.E.D. Committee.
- 6) Includes documentation of results and findings.

Respondents to this RFP must include in the proposal a clear description of how they will achieve each of the components of the project plan listed above and how they will comply with each deliverable enumerated below.

❖ **DECISION POINTS. Discuss, consider, and make decisions on the following:**

- **Does the Purpose and Description meet the needs of the committee?**
  - **Does the \$300,000 proposal cap in section (F)(3) “Cost Detail and Format Requirement” match to what is asked in the deliverables?**
- 

**C. DELIVERABLES**

- 1) The contractor will work with BSCC staff and the SACJJDP R.E.D. Subcommittee to select juvenile racial and ethnic disparity data elements and metrics to best analyze and identify disparities that will be included in data dashboards and report tables (statewide and county-level). That is, the R.E.D. Subcommittee will select data elements and/or metrics, based on options presented by the contractor, to identify racial and ethnic disparities at the state and county-level. The data elements and/or metrics will:
  - Provide the percent distribution of race or ethnic groups compared to the general population distribution for the following nine points: arrest, court referral, pre-trial detention, diversion, petitioned, delinquency finding, probation placement, secure confinement, and adult court transfer.
  - Provide relative rate index (RRI) data for the following nine points: arrest, court referral, pre-trial detention, diversion, petitioned, delinquency finding, probation placement, secure confinement, and adult court transfer.
  - May provide other metrics to analyze disparities as identified in coordination with the R.E.D. Subcommittee. These may include but are not limited to percent distribution by offense type (e.g., felony, misdemeanor, status) and other demographic characteristics (e.g., gender, age).
  - May include further analysis within a county to identify possible city-level influences of racial and ethnic disparities.

The contractor should assist and guide the SACJJDP R.E.D Subcommittee with selecting data elements that are targeted to the most useful.

Documentation of the data elements and/or metrics including the source and the reason for their selection shall be provided.

- 2) The contractor will develop a data dashboard(s) and report tables that display juvenile racial and ethnic disparity data elements identified as part of Deliverable

#1. The data dashboards and report tables will be developed to provide statewide level data and data for each county. These will be developed in a manner, with supporting documentation, that data collection, storage, and updates of the underlying data tables, report tables, and data dashboard(s) can be updated annually by BSCC staff.

- 3) Conduct an analysis of each county to learn what is occurring at the policy and practice level that may be influencing juvenile racial and ethnic disparities. The analysis of each county shall:
- include not only county-level agencies, but also cities and community-based organizations within a county.
  - consider factors that are contributing to juvenile racial and ethnic disparities.
  - document findings in a summary chart with all counties or one- to two-page summary of each county providing consistency in the type of information available across each county.

Documentation shall be provided that describes the purpose, analysis methods in sufficient detail to be replicated, and the results of the analysis.

- 4) Conduct a thorough review of a sample of counties to identify the:
- factors that contribute to racial and ethnic disparities.
  - challenges and barriers to reducing racial and ethnic disparities.
  - policies, practices, and interventions that reduce racial and ethnic disparities.

The sampling methodology to select counties for the thorough review shall consider the data and information gathered as part of Deliverable #2 (data dashboards and report tables; counties with relatively low ethnic disparity or that have made significant improvements) and Deliverable #3 (policy and practice information).

The review of the sample of counties shall be used to develop a framework that will assist in determining the most appropriate, measurable interventions and/or replicable strategies to implement to reduce racial and ethnic disparities.

Documentation shall be provided that describes the purpose, sampling methodology, review method with enough detail to be replicated, and the review results.

- 5) The contractor will participate in update conference calls, virtual meetings, and in-person meetings with BSCC staff and SACJJDP committee members as needed during the project period. Generally, the meeting format will be virtual; however, up to four in-person one-day meetings may be planned over the course of the contract period (assuming COVID-19 restrictions have been lifted).
- 6) The contractor will make presentations, either virtually or in-person, to present the findings and outcomes of the project the SACJJDP, R.E.D. Subcommittee, and BSCC Board. The contractor will be available for engagement by SACJJDP, R.E.D. Subcommittee, and the BSCC Board to discuss the project deliverables and findings. There will be no more than three virtual or in-person presentations requested.

#### **D. INFORMATION & BUSINESS RULES**

- 1) Once feedback has been incorporated into the final product, and the final product has been agreed upon by the contractor, the SACJJDP, and the BSCC, products produced under this RFP will give attribution to the contractor. The attribution statement will be agreed upon between the contractor and the BSCC before products are finalized for distribution.
- 2) The contractor will ensure participant confidentiality throughout the entire grant development process.

#### **❖ DECISION POINTS. Discuss, consider, and make decisions on the following:**

- **Does the minimum qualification reflect what the committee needs?**
- 

#### **E. MINIMUM QUALIFICATIONS FOR PROPOSERS**

The proposer must have, at a minimum, the following qualifications and experience:

- 1) Must be qualified to do business in the State of California;
- 2) Must have experience with both local and state governments;
- 3) Must have at least three (3) years of experience in California juvenile justice or juvenile delinquency completing data analysis; and at least three (3) years of experience with Racial and Ethnic Disparity projects in California
- 4) Must provide two relevant work product samples (evaluation or training) that demonstrate the breadth of experience identified in #3.

## **F. PROPOSAL REQUIREMENTS AND INFORMATION**

### **1. Key Action Dates**

| <b>Event</b>                           | <b>Date</b>                            |
|--|--|
| RFP Available to Prospective Proposers | Friday, November 20, 2020              |
| Written Question Submittal Deadline    | Thursday, December 3, 2020 by 5:00 pm  |
| Answers to Written Questions Published | Thursday, December 17, 2020 by 5:00 pm |
| Final Date for Proposal Submission     | Tuesday, January 19, 2021 by 5:00 pm   |
| Notice of Intent to Award              | Monday, February 15, 2021              |
| Proposed Award Date                    | Monday, February 22, 2021              |
| Contract Initiated                     | Monday, February 22, 2021              |
| Contract Signed                        | On or about Monday, March 1, 2021      |

### **2. Work Plan and Work Schedule Requirements**

The applicant shall submit a work plan and work schedule for completion of the evaluation that identifies each major task, necessary subtask, and/or specific milestones, including responsible parties and a timeline, by which progress can be measured and payments made.

### **3. Cost Detail Format and Requirements**

The proposed tasks and milestones should be broken down in the outline of the Work Plan and Work Schedule. The total costs of all tasks and milestones cannot exceed \$300,000. Use the Sample Cost Proposal Worksheet (Attachment 3) as a guide in preparing your cost proposal.

### **4. Payments and Invoicing**

Invoices must be submitted to the BSCC upon completion of a deliverable as outlined in the Work Schedule.

### **5. Submission of Proposal**

Applicants must submit an electronic version of the complete proposal package to the BSCC by 5:00 p.m. on January 19, 2021 [see dates and times shown in Section F, Proposal Requirements and Information (Item 1- Key Action Dates)]. Proposals received after this date and time will not be considered.

A complete proposal package will include:

- 1) One pdf file that contains the signed proposal (e-signatures are acceptable; see Section H, Required Proposal Abstract and Narrative, and Section I, Required Attachments).
- 2) Two pdf files that contain the two required work product samples. Each work product sample shall be a separate file (Attachment 11 and Attachment 12).

**If the BSCC does not receive an email containing the complete proposal package by 5:00 p.m. on January 19, 2021, the proposal will not be considered.**

Email the complete proposal package to: [BSCCProcurement@bscc.ca.gov](mailto:BSCCProcurement@bscc.ca.gov)

If the proposal is made under a fictitious name or business title, the actual legal name of the proposer must be provided.

**6. Proposal Content:**

- a) All proposals shall include a narrative addressing the items identified in Section H, Required Narrative, and the documents identified in Section I, Required Attachment Checklist (Attachment 1, page 12).
- b) Proposals must be submitted for the performance of all the services described herein.
- c) A proposal may be rejected if it is conditional or incomplete, or if it contains any alterations of form or other irregularities of any kind. The State may reject any or all proposals and may waive an immaterial deviation in a proposal. The State's waiver of an immaterial deviation shall in no way modify the RFP document or excuse the proposer from full compliance with all requirements if awarded the agreement.
- d) Costs incurred for developing proposals and in anticipation of award of the agreement are entirely the responsibility of the proposer and shall not be charged to the State of California.
- e) An individual who is authorized to bind the proposing firm contractually shall sign the Attachment 2, Proposal/Proposer Certification Sheet (page 13). The signature must indicate the title or position that the individual holds in the firm. An unsigned proposal may be rejected.
- f) A proposer may modify a proposal after its submission by withdrawing its original proposal and resubmitting a new proposal prior to the proposal submission deadline as set forth in the Key Action Dates (page 4).
- g) A proposer may withdraw its proposal by submitting a written withdrawal request to the State, signed by the proposer or an authorized agent in accordance with (e) above. A proposer may thereafter submit a new proposal prior to the proposal submission deadline of January 19, 2021.
- h) The awarding agency may modify the RFP prior to the date fixed for submission of proposals by the issuance of an addendum to all parties who received a proposal package.
- i) The awarding agency reserves the right to reject all proposals. The agency is not required to award an agreement.

- j) Before submitting a response to this solicitation, proposers should review, correct all errors, and confirm compliance with the RFP requirements.
- k) More than one proposal from an individual, firm, partnership, corporation, or association under the same or different names, will not be considered.
- l) The State does not accept alternate contract language from a prospective contractor. A proposal with such language will be considered a counter proposal and will be rejected. The State’s General Terms and Conditions (GTC, 04/2017) are not negotiable.
- m) No oral understanding or agreement shall be binding on either party.

**7. Evaluation Process**

- a) At the time of proposal opening, each proposal will be checked for submission by the required date/time and for the presence or absence of required information in conformance with the submission requirements of this RFP. Late proposals will be disqualified.
- b) Proposals that contain false or misleading statements, or which provide references that do not support an attribute or condition claimed by the proposer, may be rejected.
- c) Award, if made, will be to the highest scored responsive proposal.
- d) Proposal Evaluation System  
Proposals that meet the minimum qualifications will be evaluated and scored by the BSCC according to the Rating Factors (RF) shown in the table below. Evaluation applicants are asked to address each of these Rating Factors as part of their proposal.

| Rating Factor  |                               | Point Range | Percent of Total Value | Weighted RF Score |
|--|-------------------------------|-------------|------------------------|-------------------|
| 1  | Qualifications and Experience | 1 - 5       | 20%                    | 20                |
| 2  | Project Plan                  | 1 - 5       | 40%                    | 40                |
| 3  | Work Plan and Work Schedule   | 1 - 5       | 30%                    | 30                |
| 4  | Budget                        | 1 - 5       | 10%                    | 10                |
| <b>Total Possible Proposal Score (excluding any possible preference points):</b> |                               |             | <b>100%</b>            | <b>100</b>        |

Raters will assign points to an applicant’s response in each of the Rating Factor categories on a scale of 1 – 5, according to the Five-Point Rating Scale shown below. Each Rating Factor point assignment is then weighted according to the “Percent of Total Value” column associated with each Rating Factor to arrive at the Weighted Score for each Rating Factor. The Weighted Scores are then added together to calculate the Total Proposal Score.

**To be considered for funding, a proposal must receive at least 70 points.**

| Poor<br>1  | Fair<br>2   | Satisfactory<br>3  | Good<br>4  | Excellent<br>5  |
|--|---|--|--|---|
| The response addresses the criteria in a <b>very inadequate</b> way. | The response addresses the criteria in a <b>non-specific or unsatisfactory</b> way. | The response addresses the criteria in an <b>adequate</b> way. | The response addresses the criteria in a <b>substantial</b> way. | The response addresses the criteria in an <b>outstanding</b> way. |

**8. Award and Protest**

- a) Notice of the proposed award shall be posted in a public place in the office of the Board of State and Community Corrections, 2590 Venture Oaks way, Suite 200 Sacramento, CA 95833, as well as on BSCC’s website ([www.bscc.ca.gov](http://www.bscc.ca.gov)) for five (5) working days prior to awarding the agreement.
- b) If any proposer, prior to the award of agreement, files a protest with the Board of State and Community Corrections and the Department of General Services, Office of Legal Services, 707 Third Street, 7<sup>th</sup> Floor, Suite 7-330, West Sacramento, CA 95605, on the grounds that the (protesting) proposer would have been awarded the contract had the agency correctly applied the evaluation system in the RFP, or if the agency followed the evaluation and scoring methods in the RFP, the agreement shall not be awarded until either the protest has been withdrawn or the Department of General Services has decided the matter. It is suggested that you submit any protest by certified or registered mail.
- c) Within five (5) days after filing the initial protest, the protesting proposer shall file with the Department of General Services, Office of Legal Services and the Board of State and Community Corrections a detailed statement specifying the grounds for the protest.
- d) Upon resolution of the protest and award of the agreement, Contractor must complete and submit to the awarding agency the Payee Data Record (STD 204), to determine if the Contractor is subject to state income tax withholding pursuant to California Revenue and Taxation Code Sections 18662 and 26131. This form can be found at: <https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf>. No payment shall be made unless a completed STD 204 has been returned to the awarding agency. Upon resolution of the protest and award of the agreement, Contractor must sign and submit to the awarding agency, page one (1) of the Contractor Certification Clauses (CCC), which can be found at: <https://www.dgs.ca.gov/-/media/Divisions/OLS/Resources/CCC-042017.pdf?la=en&hash=4DE3E4DC414511AE378794200BA43EBF91C758EE>

## **9. Disposition of Proposals**

- a) 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 Section 6250 et seq.) and subject to review by the public.
- b) Proposal packages may be returned only at the proposer's expense, unless such expense is waived by the awarding agency.

## **10. Agreement Execution and Performance**

- a) Performance shall start no later than fourteen (14) days, or on the express date set by the awarding agency and the Contractor, after all approvals have been obtained and the agreement is fully executed. Should the Contractor fail to commence work at the agreed upon time, the awarding agency, upon five (5) days written notice to the Contractor, reserves the right to terminate the agreement. In addition, the Contractor shall be liable to the BSCC for the difference between Contractor's Proposal price and the actual cost of performing work by another contractor.
- b) All performance under the agreement shall be completed on or before the termination date of the agreement.

## **G. PREFERENCE AND PARTICIPATION PROGRAM INFORMATION**

### **1. Small Business Preference**

Section 14835 et seq. of the California Government Code requires that five percent (5%) preference be given to any Proposer who is certified by the State as a California small business, or any Proposer who qualifies as a non-small business claiming at least 25% California certified small business sub-contractor participation. The rules and regulations of this law, including the definition of a small business, or qualifying non-small business, are contained in Title 2, California Code of Regulations, Section 1896 et seq. The definition of non-profit veteran service agencies qualifying as a small business is contained in MVC section 999.50 et seq.

The method used in determining the successful bidder for an RFP Secondary follows:

- Calculate 5% of the highest responsible bidder's total score.
- Add the amount calculated above to the score of each of the certified small business or microbusinesses. This new amount is the total score.
- Award of the contract must go to the responsive proposal with the highest point count.

Proposals desiring to claim this preference must submit a fully executed copy of Attachment 9.

**2. Disabled Veteran Business Enterprise (DVBE)**

DVBE PARTICIPATION FOR THIS SOLICITATION HAS BEEN WAIVED

**3. Target Area Contract Preference Act (TACPA)**

Preference will be granted to California based Contractors in accordance with Government Code Section 4530 whenever a contract for goods and services are in excess of \$100,000 and the Contractor meets certain requirements as defined in the California Code (Title 2, Section 1896.30) regarding labor needed to produce the goods or provide the service being procured. Proposers desiring to claim Target Area Contract Preferences Act shall complete Std. Form 830 and submit it with the final proposal.

Proposals desiring to claim this preference must submit a fully executed copy of Attachment 10.

**H. REQUIRED PROPOSAL ABSTRACT AND NARRATIVE**

Evaluation applicants are required to provide a Proposal Abstract and Proposal Narrative as described below.

- 1. Proposal Abstract** – Provide a summary of the proposed evaluation. The Proposal Abstract must be submitted in Arial 12-point font with one-inch margins on all four sides. Narrative must be 1.5-line spaced and cannot exceed **1-page** length. This section will not be included in the rating of the proposal.
- 2. Proposal Narrative** – For the Proposal Narrative, address each of the four (4) Rating Factors and their criteria defined below in a concise, comprehensive narrative format. The response to each Rating Factor will be evaluated with a single rating based on a scale of 1 – 5. Addressing each criterion does not itself merit a high rating; rather, although each criterion is to be addressed, it is the quality of the response to each that will be evaluated.

The Proposal Narrative section must be submitted in Arial 12-point font with one-inch margins on all four sides. The narrative must be 1.5-line spaced and cannot exceed **10 numbered pages** in length. The Proposal Narrative shall be organized in sections with each section titled according to its section header as provided (i.e., Applicant Background, Evaluation Plan, Work Plan and Work Schedule, and Cost of Proposal). The 10-page limitation for this section does not include any required attachments (see Section I, Required Attachments). It is up to the applicant to determine how best to use the total 10-page limit in addressing each section. However, as a guide, the percent of total value is provided for each section.

**a) Qualifications and Experience (Percent of Total Value: 20%)**

Address the criteria listed below that comprise the Qualification and Experience Rating Factor.

Draft to be presented as starting point for editing after scope of work finalized.

**b) Project Plan (Percent of Total Value: 40%)**

Address the criteria listed below that comprise the Evaluation Plan Rating Factor.

Draft to be presented as starting point for editing after scope of work finalized.

**c) Work Plan and Work Schedule (Percent of Total Value: 30%)**

Address the criteria listed below that comprise the Work Plan and Work Schedule Rating Factor.

Draft to be presented as starting point for editing after scope of work finalized.

**d) Budget (Percent of Total Value: 10%)**

Address the criteria listed below that comprise the Budget Rating Factor.

Draft to be presented as starting point for editing after scope of work finalized.

**I. REQUIRED ATTACHMENTS**

Refer to the following pages to view Required Attachments 1 through 11, that are a part of this agreement.

### ATTACHMENT 1: REQUIRED ATTACHMENT CHECKLIST

Complete this checklist to confirm the items included as part of your proposal. Place a check mark or "X" next to each item that you are submitting to the BSCC. For your proposal to be responsive, all required attachments must be returned. This checklist should be returned with your proposal package.

|                  | <u>Attachment</u> | <u>Attachment Name</u>  |
|------------------|-------------------|---|
|                  | Attachment 1      | Required Attachment Checklist   |
|                  | Attachment 2      | Proposal/Proposer Certification Sheet   |
|                  | Attachment 3      | Sample Cost Proposal Worksheet  |
|                  | Attachment 4      | Proposer References   |
|                  | Attachment 5      | Payee Data Record (STD 204) (if currently not on file)  |
|                  | Attachment 6      | Contractor Certification Clauses (CCC-307)  |
|                  | Attachment 7      | Darfur Contracting Act Certification  |
|                  | Attachment 8      | Bidders Declaration Form  |
|                  | Attachment 9      | Small Business Certification**  |
|                  | Attachment 10     | Target Area Contract Preference Act (TACPA)**   |
|                  | Attachment 11     | Work Sample # 1 (refer to Minimum Qualifications for Proposers, page 6). To be provided as a separate file. |
|                  | Attachment 12     | Work Sample #2 (refer to Minimum Qualifications for Proposers, page 6). To be provided as a separate file.  |
| ** If applicable |                   |   |

Proposers note: The state makes no warranty that the checklist is a full comprehensive listing of every requirement specified in the solicitation. Checking off the items on the checklist does not establish proposer's intent nor does it constitute responsiveness to the requirement(s). The checklist is only a tool to assist proposers in compiling their final proposal. Proposers are encouraged to carefully read the entire solicitation. The need to verify all documentation and responses prior to the submission of final proposals cannot be over emphasized.

## ATTACHMENT 2: PROPOSAL/PROPOSER CERTIFICATION SHEET

**Completion Instructions:** Complete the numbered items on the Proposal/Proposer Certification Sheet (following page) by following the instructions below.

| Item #s               | Instructions   |
|-----------------------|--|
| <b>1, 2, 2a, 3</b>    | Must be completed. These items are self-explanatory.   |
| <b>4</b>              | Check if your organization/firm is a sole proprietorship. A sole proprietorship is a form of business in which one person owns all the assets of the business in contrast to a partnership and corporation. The sole proprietor is solely liable for all the debts of the business.  |
| <b>5</b>              | Check if your organization/firm is a partnership. A partnership is a voluntary agreement between two or more competent persons to place their money, effects, labor, and skill, or some or all of them in lawful commerce or business, with the understanding that there shall be a proportional sharing of the profits and losses between them. An association of two or more persons to carry on, as co-owners, a business for profit. |
| <b>6</b>              | Check if your organization/firm is a corporation. A corporation is an artificial person or legal entity created by or under the authority of the laws of a state or nation, composed, in some rare instances, of a single person and his successors, being the incumbents of a particular office, but ordinarily consisting of an association of numerous individuals.   |
| <b>7</b>              | Check if your organization/firm is a university. A University is an institution of higher (or tertiary) education and research, which awards academic degrees in various academic disciplines. Universities typically provide undergraduate education and postgraduate education.  |
| <b>8</b>              | Check if your organization/firm is "Other." Other is defined as not applicable to the categories listed in numbered items 4, 5, 6, or 7.   |
| <b>9</b>              | Enter your federal employee tax identification number.   |
| <b>10</b>             | Enter your corporation (organization/firm) number assigned by the California Secretary of State's Office. This is used for checking if a corporation is in good standing and qualified to conduct business in California.  |
| <b>11</b>             | Complete, if applicable, by indicating the type of license and/or certification that your firm possesses and that is required for the type of services being proposed.   |
| <b>12, 13, 14, 15</b> | Must be completed with name of the proposer, not organization/firm name. These items are self-explanatory.   |
| <b>16</b>             | If certified as a California Small Business, place a check in the "yes" box, and enter your certification number on the line. If certified as a Disabled Veterans Business Enterprise, place a check in the "Yes" box and enter your service code on the line. If you are not certified to one or both, place a check in the "No" box. If your certification is pending, enter the date your application was submitted to OSDS.          |

## ATTACHMENT 2: PROPOSAL/PROPOSER CERTIFICATION SHEET

This Proposal/Proposer Certification Sheet must be signed and returned along with all the “required attachments” as an entire package.

- A. Place all required attachments behind this certification sheet.
- B. 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.

**An unsigned Proposal/Proposer Certification Sheet may be cause for rejection**

|  |  |                          |
|--|--|--------------------------|
| 1. University/Company Name   | 2. Telephone Number<br>(    )  | 2a. Fax Number<br>(    ) |
| 3. Address   |  |                          |
| Indicate your organization/firm type:  |  |                          |
| 4. <input type="checkbox"/> Sole Proprietorship 5. <input type="checkbox"/> Partnership 6. <input type="checkbox"/> Corporation 7. <input type="checkbox"/> University 8. <input type="checkbox"/> Other |  |                          |
| Indicate the applicable employee and/or corporation number:  |  |                          |
| 9. Federal Employee ID No. (FEIN)  | 10. California Corporation No.   |                          |
| 11. Indicate applicable license and/or certification information:  |  |                          |
|  |  |                          |
| 12. Proposer’s Name (Print)  | 13. Email  |                          |
| 14. Title  |  |                          |
|  |  |                          |
| 15. <b>Signature</b>   | 16. Date   |                          |
| 17. Are you certified with the Department of General Services, Office of Small Business and Disabled Veteran Business Enterprise (OSDS) as:  |  |                          |
| a. California Small Business Yes <input type="checkbox"/> No <input type="checkbox"/>  | b. Disabled Veteran Business Enterprise Yes <input type="checkbox"/> No <input type="checkbox"/> |                          |
| If yes, enter certification number:  | If yes, enter your service code below:   |                          |
| Cert. No: _____  | Code: _____  |                          |
| <b>NOTE:</b> A copy of your Certification is required to be included if either of the above items is checked “Yes”.  |  |                          |
| Date application was submitted to OSDS, if an application is pending:  |  |                          |

**ATTACHMENT 3: SAMPLE COST PROPOSAL WORKSHEET**

| DIRECT LABOR                                  | HOURS | RATE  | TOTAL           |
|---|-------|-------|-----------------|
| Title _____                                   | _____ | _____ | _____           |
| Title _____                                   | _____ | _____ | _____           |
| Title _____                                   | _____ | _____ | _____           |
| Title _____                                   | _____ | _____ | _____           |
|   |       |       | \$ _____        |
| SUBCONTRACTOR(S) COST ITEMIZED                |       |       | \$ _____        |
| INDIRECT COSTS (OVERHEAD AND FRINGE BENEFITS) |       |       |                 |
| Overhead Rate                                 | _____ | _____ |                 |
| Fringe Benefits                               | _____ | _____ |                 |
|   | _____ | _____ | \$ _____        |
| DIRECT COSTS (EXCEPT LABOR)                   |       |       |                 |
| Travel Costs                                  |       | _____ |                 |
| Equipment and Supplies (Itemized)             |       | _____ |                 |
| Other Direct Costs (Itemized)                 |       | _____ |                 |
|   |       | _____ | \$ _____        |
| <b>TOTAL COSTS</b>                            |       |       | <b>\$ _____</b> |

### ATTACHMENT 4: PROPOSER REFERENCES

Submission of this attachment is mandatory. Failure to comply and return this attachment with your proposal will cause your proposal to be rejected and deemed nonresponsive.

List below three (3) references for services performed within the last three (3) years, which are similar to the scope of work to be performed in this contract. If three (3) references cannot be provided, please explain why on an attached sheet of paper.

| <b>REFERENCE 1</b>                    |      |                          |          |
|---------------------------------------|------|--------------------------|----------|
| Name of Firm                          |      |                          |          |
| Street Address                        | City | State                    | Zip Code |
| Contact Person                        |      | Telephone Number         |          |
| Dates of Service                      |      | Value or Cost of Service |          |
| Brief Description of Service Provided |      |                          |          |

| <b>REFERENCE 2</b>                    |      |                          |          |
|---------------------------------------|------|--------------------------|----------|
| Name of Firm                          |      |                          |          |
| Street Address                        | City | State                    | Zip Code |
| Contact Person                        |      | Telephone Number         |          |
| Dates of Service                      |      | Value or Cost of Service |          |
| Brief Description of Service Provided |      |                          |          |

| <b>REFERENCE 3</b>                    |      |                          |          |
|---------------------------------------|------|--------------------------|----------|
| Name of Firm                          |      |                          |          |
| Street Address                        | City | State                    | Zip Code |
| Contact Person                        |      | Telephone Number         |          |
| Dates of Service                      |      | Value or Cost of Service |          |
| Brief Description of Service Provided |      |                          |          |

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**ATTACHMENT 5: PAYEE DATA RECORD (STD 204)**

Proposer must complete, sign and submit the Payee Data Record (STD 204).

<https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf>

**ATTACHMENT 6: CONTRACTOR CERTIFICATION CLAUSES (CCC-307)**

Proposer must complete, sign and submit page 1 of the Contractor Certification Clauses (CCC-307).

<https://www.dgs.ca.gov/-/media/Divisions/OLS/Resources/CCC-042017.pdf?la=en&hash=4DE3E4DC414511AE378794200BA43EBF91C758EE>

**ATTACHMENT 7: DARFUR CONTRACTING ACT**

Proposer must complete, sign and submit the Darfur Contracting Act Form.

<https://www.dgs.ca.gov/-/media/Divisions/PD/Acquisitions/Solicitation-Document-Attachments/Darfur-Contracting-Act.pdf>

**ATTACHMENT 8: BIDDER DECLARATION FORM (GSPD-05-105)**

View and print this document at:

<https://www.documents.dgs.ca.gov/dgs/fmc/gspd/gspd05-105.pdf>

**ATTACHMENT 9: SMALL BUSINESS CERTIFICATION**

<https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Certify-or-Re-apply-as-Small-Business-Disabled-Veteran-Business-Enterprise>

**ATTACHMENT 10: TARGET AREA CONTRACT PREFERENCE ACT (TACPA)**

View and print this document at:

<https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std830.pdf>

**ATTACHMENT 11: WORK SAMPLE # 1**

To be provided as a separate file. (Refer to Minimum Qualifications for Proposers, page 6)

**ATTACHMENT 12: WORK SAMPLE # 1**

To be provided as a separate file. (Refer to Minimum Qualifications for Proposers, page 6)