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ADDENDUM NO. 1

RFP 0CA26004 – 30x30 Stewardship Engagement and Report

Date Issued:	August 20, 2026
Solicitation Number:	0CA26004
Solicitation Title:	30x30 Stewardship Engagement and Report

The California Natural Resources Agency (CNRA) hereby issues Addendum No. 1 to the above-referenced Request for Proposal. **The attached amended solicitation extends the Key Action Dates contained in the previously issued solicitation.**

The attached amended solicitation supersedes the previously issued version with respect to the revised Key Action Dates. Bidders should use the amended solicitation for all future reference and submission planning.

Identification of Revisions

- Superseded dates/text are shown in ~~strikethrough~~.
- New or revised dates/text are shown in **bold red font**.

All other terms, conditions, requirements, and provisions of the solicitation remain unchanged unless specifically modified in the attached amended solicitation. This Addendum No. 1 is incorporated into and made part of RFP 0CA26004.

Bidders are responsible for reviewing the amended solicitation in its entirety and for monitoring Cal eProcure for any additional notices, addenda, or updates related to this solicitation.

All inquiries regarding this solicitation must be directed to Holly Shand at holly.shand@resources.ca.gov. Bidders should not contact program staff or other CNRA personnel regarding this solicitation.

Request For Proposal
Notice to Prospective Bidders

August 20, 2026

0CA26004 - 30x30 Stewardship Engagement and Report
Bid Opening: ~~September 1, 2026~~ **September 14, 2026**

You are invited to review and respond to this solicitation. In submitting your bid, you must comply with the instructions set forth within this solicitation. Note that all agreements entered into with the State of California will include by reference General Terms and Conditions and Contractor Certification Clauses that may be viewed and downloaded at Internet site:

https://www.dgs.ca.gov/-/media/Divisions/OLS/Resources/GTC-Updates/GTC-225-February-2025.pdf

If you do not have Internet access, a hard copy can be provided by contacting the person listed below.

In the opinion of the California Natural Resources Agency (CNRA), this solicitation is complete and without need of explanation. However, if you have questions, or need any clarifying information, the contact person for this RFP is:

Holly Shand
California Natural Resources Agency
715 P Street, 20th Floor
Sacramento, CA 95814
holly.shand@resources.ca.gov

Please submit all questions to the email address listed above. Please note that no verbal information given will be binding upon the State unless such information is issued in writing as an official addendum. Questions via phone calls or in person are not accepted.

Sarah Keck,
Deputy Assistant Secretary for Administration and Finance
California Natural Resources Agency

CALIFORNIA NATURAL RESOURCES AGENCY

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Notice of State Mandated SB/DVBE Program Participation Requirements

Disabled Veterans Business Enterprise (DVBE) Information

This solicitation has been exempted from the Disabled Veteran Business Enterprise (DVBE) Participation Program requirements. However, bidders that voluntarily utilize certified DVBE subcontractors and meet the applicable incentive requirements may receive a one (1) point DVBE incentive added to their total evaluation score. For additional information and eligibility requirements, Section 3, Disabled Veteran Business Enterprise Incentive.

Small Business Program Information

In accordance with Government Code section 14838 and applicable provisions of Title 2 of the California Code of Regulations, a five percent (5%) Small Business Preference will be applied, when applicable, in the evaluation of proposals submitted by eligible California-certified Small Business (SB) and Microbusiness (MB) bidders.

Bidders claiming the Small Business Preference shall identify their California Small Business or Microbusiness certification status and provide their Department of General Services, Office of Small Business and Disabled Veteran Business Enterprise Services (DGS-OSDS) certification number in their proposal. Eligibility for the preference will be determined in accordance with applicable State law and regulations.

For this solicitation, award is based on the highest-scored proposal. The State will calculate the Small Business Preference by identifying the highest-ranked responsive and responsible bidder that is not eligible for the Small Business Preference and multiplying that bidder's total evaluation score by five percent (5%). The resulting preference points will be added to the evaluation score of each responsive and responsible bidder eligible to receive the Small Business Preference.

The Small Business Preference is applied for evaluation purposes only and will not be used to satisfy any minimum qualification or minimum scoring requirement established by this solicitation.

Non-Small Business

A non-small business bidder may be eligible for a five percent (5%) preference by committing to subcontract at least twenty-five percent (25%) of its net bid price to one or more California-certified Small Businesses or Microbusinesses.

A non-small business bidder claiming this preference must identify the certified SB or MB subcontractor(s) in its proposal and provide sufficient information to demonstrate the

required subcontracting commitment, including the work to be performed and the percentage or dollar amount of the subcontracting commitment.
Each certified SB or MB subcontractor identified for purposes of receiving the preference must perform a Commercially Useful Function (CUF) in accordance with Government Code section 14837 and applicable State requirements.

California-certified Small Business and Microbusiness bidders shall have precedence over non-small business bidders in the application of this preference.

Small Business and Microbusiness certification is administered by the Department of General Services, Office of Small Business and Disabled Veteran Business Enterprise Services. Certification status may be verified through the State of California's Cal eProcure system.

Section 1: General Information

Agreement Term

The contract term will be from upon Department of General Services (DGS) approval, through September 1, 2027.

Purpose and Description of Services

Objective

The objective of this contract is to support CNRA in fulfilling the statutory requirements established by Chapter 385, Statutes of 2025, Assembly Bill 900 (AB 900) by developing the stewardship section of the 2027 “Pathways to 30x30” Annual Report (“Report”). The contractor will synthesize and analyze existing research, analysis, data synthesis, and recommendations necessary for CNRA to assess statewide stewardship needs, including cost; document best practices; evaluate benefits; and outline strategies to strengthen stewardship of conserved lands and advance 30x30 goals. The contractor will also support CNRA in its community outreach to conservation leaders, local, rural, and underserved communities’ expertise and priorities are included in the Report. Lastly, the contract will coordinate closely with the CNRA Tribal Affairs Unit to ensure close coordination with the tribal stewardship components of the Report.

Background

California has committed to conserving at least 30 percent of its lands and coastal waters by 2030, an initiative known as the 30x30 goal, established under Executive Order N-82-20 and codified in Public Resources Code sections 71450-71453. To guide this effort, the California Natural Resources Agency released the Pathways to 30x30 California report in 2022 and is required to submit annual progress updates to the Legislature. AB 900 builds upon this foundation by recognizing that conservation is not limited to land acquisition and designation alone. Effective conservation requires ongoing stewardship—science-based management, adaptive strategies, Traditional Ecological Knowledge, and best practices across all land types.

AB 900 requires CNRA to prepare a comprehensive stewardship section as part of the 2027 30x30 Annual Report. This section must assess the statewide backlog of stewardship needs, estimate associated costs, document best practices and case studies, evaluate ecological and climate benefits, identify workforce needs, and develop recommendations to strengthen stewardship of conserved lands. The Legislature also directed CNRA to collaborate closely with stakeholders, California Native American tribes, and relevant agencies, and to incorporate recommendations that support tribal stewardship, Traditional Ecological Knowledge, and opportunities for ancestral land return.

Completion of the 2027 stewardship section requires extensive information gathering, analysis, and synthesis across multiple disciplines, as well as robust consultation and partnership efforts. To meet these statutory obligations and timelines, CNRA seeks contractor support to produce a complete, high-quality stewardship chapter no later than the due date in the deliverables table.

Purpose

The purpose of this solicitation is to procure a qualified contractor to assist the California Natural Resources Agency in fulfilling the statutory requirements of Assembly Bill 900 by supporting public engagement and developing the stewardship section of the 2027 “Pathways to 30x30” Annual Report. AB 900 mandates that CNRA evaluate statewide stewardship needs (including cost), identify best practices, assess ecological and climate benefits, analyze workforce gaps, and develop actionable recommendations to strengthen stewardship of conserved lands, support tribal stewardship and Traditional Ecological Knowledge, and increase opportunities for ancestral land return.

To meet these legislative requirements within the mandated timeline, CNRA seeks a contractor with demonstrated deep and verifiable industry expertise, including substantial experience in natural resource stewardship, public engagement, statewide or regional environmental program analysis, land management, conservation finance, ecosystem services valuation, workforce development, and multiagency coordination. Additionally, CNRA seeks a contractor with the ability to recruit and manage sub-contractors to perform specific technical components as necessary for the development of the Report. Proposers shall show a proven record of applying industry specific methods, standards, and practices to projects of comparable scale and complexity.

The contractor will provide public engagement assistance, synthesis and analysis of existing information, and drafting support necessary to produce a complete, publication-ready stewardship chapter by the due date in the deliverables table, enabling CNRA to meet state reporting deadlines and deliver a comprehensive stewardship update as required by AB 900.

Description of Services

The Contractor shall provide comprehensive synthesis and analysis of existing information, facilitation, and report-development services to support the California Natural Resources Agency in fulfilling the statutory requirements of Assembly Bill 900. AB 900 mandates that CNRA prepare a detailed stewardship section for inclusion in the 2027 "Pathways to 30x30" Annual Report, addressing statewide stewardship needs (including cost), best practices, workforce capacity, climate and ecological benefits, and recommendations for improving stewardship of conserved lands, supporting tribal stewardships, Traditional Ecological Knowledge, and ancestral land return.

To meet these obligations, the Contractor shall perform the following services with oversight from CNRA:

Task 1 – Stakeholder and Tribal Engagement Support

Description

The Contractor shall support the California Natural Resources Agency (CNRA) in developing outreach activities to gather information necessary to fulfill the reporting requirements of Assembly Bill (AB) 900. The Contractor shall assist with the facilitation and platform hosting of stakeholder engagement activities, meetings, regional listening sessions, and convenings, as needed, to inform development of the final report. The Contractor shall also support the CNRA Tribal Affairs Unit's tribal consultations, tribal roundtables, and convenings, consistent with the CNRA Tribal Consultation Policy, as needed to inform the final report. The Contractor shall ensure that the expertise and priorities of conservation leaders, as well as local, rural, and underserved communities, are appropriately reflected in the Report.

Subtasks

1.1 Outreach Planning and Coordination

- Support CNRA in designing and implementing outreach activities to gather information to support AB 900 and stewardship work in California.
- Assist in planning engagement sessions, including agenda development, speaker facilitation, and materials preparation.

1.2 Stakeholder Engagement

- Facilitate stakeholder meetings, listening sessions, regional roundtables, and virtual or in person engagement activities in partnership with CNRA.
- Provide logistical and platform-hosting support (e.g., virtual meeting facilitation, event support) and note-taking where applicable.

- Ensure the expertise and priorities of conservation leaders, local communities, rural communities, and underserved communities are incorporated.

1.3 Tribal Engagement and Consultation Support

- Support CNRA Tribal Affairs Unit, when needed, in conducting tribal consultations, tribal roundtables, and regional listening sessions consistent with agency protocols as necessary.
- Support CNRA Tribal Affairs Unit, when needed, to document input from California Native American tribes to ensure stewardship needs, Traditional Ecological Knowledge, ancestral land return, and capacity considerations are accurately reflected.

Task 2 – Stewardship Needs and Cost Assessment

Description

The Contractor shall collect and analyze datasets from tribal, federal, state, local, private, and non-governmental sources created on or before the due date identified in the Deliverables Table. The Contractor shall identify statewide backlogged, critical, recurring, and future stewardship needs and develop cost estimates and methodologies appropriate to those needs. The Contractor shall also support, when needed, the CNRA Tribal Affairs Unit in integrating tribal stewardship needs identified through consultation and data-gathering from California Native American tribes into the Report.

Subtasks

2.1 Data Collection and Review

- Collect and analyze datasets, reports, materials from outreach and engagement, and other relevant information from tribal, federal, state, local, private, and non-governmental sources created on or before the due date in the deliverables table.
- Develop a data inventory, documenting completeness, reliability, and data gaps

2.2 Statewide Stewardship Needs Assessment

- Identify and categorize backlogged, critical, recurring, and future stewardship needs.
- Analyze needs across land types, regions, and management entities.
- Analyze needs across community types, including but not limited to rural, underserved, tribal, and urban.

2.3 Cost Estimation Methodology Development

- Develop cost estimation models consistent with the needs identified in 2.2
- Provide clear methodologies, assumptions, and calculation frameworks.

2.4 Integration of Tribal Stewardship Needs

- Support CNRA Tribal Affairs Unit, when needed, to incorporate tribal stewardship needs identified through consultations and available datasets.
- Ensure findings reflect tribal priorities, practices, and constraints.

Task 3 – Best Practices, Case Studies, and Innovation Review

Description

The Contractor shall identify and document case studies representing effective stewardship across diverse landscapes, including tribal-led examples. The Contractor shall review science-based management, adaptive management, Traditional Ecological Knowledge, and emerging best practices. The Contractor shall also evaluate innovative practices and technologies that improve stewardship outcomes and cost-effectiveness.

Subtasks

3.1 Case Study Identification and Selection

- Identify a representative set of stewardship case studies across geographies and management entities, including tribal-led and underserved community examples, to demonstrate the range of effective stewardship approaches, illuminate successful strategies and lessons learned, and highlight replicable models that can inform statewide recommendations.

3.2 Case Study Development

- Document management actions, outcomes, innovations, and lessons learned.

3.3 Best Practices Review

- Review science-based management, adaptive management, Traditional Ecological Knowledge, and other stewardship practices.

3.4 Innovation and Technology Assessment

- Evaluate emerging tools, technologies, and practices that improve stewardship effectiveness or cost efficiency.

Task 4 – Benefits and Co-Benefits Analysis

Description

The Contractor shall synthesize and analyze existing information regarding the ecological, climate, cultural, and restorative economic benefits associated with stewardship activities, including biodiversity outcomes, carbon sequestration, water and air purification, wildlife habitat improvements, recreation, and public access. This work includes synthesizing and analyzing existing valuations or qualitative assessments aligned with available data, as well as existing information on how increased stewardship strengthens local and tribal cultural connections to land and species. The Contractor shall bolster existing related efforts, including those underway pursuant to AB 1757 (2022) at CNRA and the California Air Resources Board, and, when needed, support the CNRA Tribal Affairs Unit in synthesizing and analyzing existing ecological and climate benefits associated with Traditional Ecological Knowledge and tribal stewardship.

Subtasks

4.1 Ecological Benefits Assessment

- Synthesize and analyze existing information on the impacts on biodiversity, habitat quality, ecological resilience, and ecosystem function.
- Synthesize and analyze existing information on wildlife habitat improvements.

4.2 Climate Benefits Assessment

- Synthesize and analyze existing information on carbon sequestration, climate regulation, and related climate focused benefits, in partnership with the California Air Resources Board.

4.3 Environmental Service Benefits

- Synthesize and analyze existing information on water purification, air purification, and other ecosystem service benefits.
- Synthesize and analyze recreation and Access Benefits
- Synthesize and analyze existing information on recreation, public access, and community-based co-benefits associated with stewardship.
- Synthesize and analyze existing information on how eco-tourism benefits local economies.

4.4 Valuation and Synthesis

- Synthesize and analyze existing valuations or qualitative assessments aligned with available data and identify limitations.

4.5 Restorative Economic Benefits

- Synthesize and analyze existing information on how stewardship practices benefit local economies.

4.6 Cultural Benefits

- Synthesize and analyze existing information on how increased stewardship strengthens local and tribal cultural connections to land and species.

Task 5 - Ecological Workforce Needs Assessment

Description

The Contractor shall Synthesize and analyze existing information on workforce gaps, barriers, and training needs across stewardship sectors and communities, including building on existing analysis conducted for CNRA.

Subtasks

5.1 Workforce Gap Identification

- Synthesize and analyze existing information on gaps, barriers, and capacity constraints in California's stewardship workforce across federal and state agencies, non-profits, local governments, California Native American tribes, and private companies.

5.2 Training and Pipeline Assessment

- Synthesize and analyze existing information on existing and potential training, apprenticeship, and workforce development pathways.

Task 6 - Recommendations Development

Description

The Contractor shall provide recommendations to reduce barriers to stewardship implementation; increase federal, state, and local support for stewardship; expand tribal partnerships and support for Traditional Ecological Knowledge as a stewardship practice; increase opportunities for ancestral land return; strengthen long-term stewardship planning and resource alignment; and increase opportunities to strengthen workforce pipelines, including tribal and underserved communities' workforce support and capacity-building.

Subtasks

6.1 Stewardship Recommendations

- Identify strategies to improve stewardship of conserved lands and reduce barriers to effective implementation.

6.2 Support Recommendations

- Recommend ways to increase federal, state, and local support for stewardship (financial or programmatic).

6.3 Tribal Partnership and Knowledge Integration

- Support CNRA Tribal Affairs Unit, when needed, to recommend approaches to strengthen tribal partnerships, support Traditional Ecological Knowledge, and expand opportunities for ancestral land return.

6.4 Long-Term Stewardship Planning Recommendations

- Identify opportunities to support long-term stewardship planning, data improvements, and resource alignment across sectors.

6.5 Workforce Recommendations

- Develop recommendations to strengthen workforce capacity statewide, including support for tribal, underserved communities, and culturally based stewardship workforce development.

Task 7 - Draft and Deliver the 2027 Stewardship Section

Description

The Contractor shall prepare all narrative text, figures, tables, citations, and appendices needed for the 2027 Pathways to 30x30 Annual Report. The Contractor shall produce a complete Draft Stewardship Section and, following revisions based on CNRA feedback, deliver a final, publication-ready Stewardship Section that meets statutory deadlines, format requirements, including accessibility requirements and graphic design as necessary, and CNRA quality standards. The final deliverable shall be completed by the due date identified in the Deliverables Table to support CNRA's ability to meet the legislated reporting deadline.

Subtasks

7.1 Draft Preparation

- Develop the complete draft stewardship chapter, including narrative text, tables, figures, maps, appendices, and citations.

7.2 Internal Review and Revision Support

- Revise deliverables based on CNRA comments and stakeholder input.
- Provide version control, responses to comments, and tracked edits.

7.3 Final Publication Ready Stewardship Section

- Deliver a final, publication-ready stewardship section meeting CNRA formatting, accessibility, and quality standards.
- Submit all associated supporting materials.
- Ensure final delivery meets statutory deadlines.

Task 8 - Project Management and Coordination

Description

The Contractor shall attend regular check-ins with the CNRA project management team; develop and maintain a detailed work plan and timeline that aligns with CNRA's internal contract timeline and required approval processes; provide transparent documentation of methodologies, sources, assumptions, and revisions; and manage and coordinate any sub-contractors.

Subtasks

8.1 Work Planning and Scheduling

- Develop and maintain a detailed work plan and timeline aligned with CNRA's internal processes.

8.2 Coordination and Communication

- Participate in regular check-ins and coordination meetings with CNRA's project management team.
- Coordinate and manage any sub-contractors.
- Provide consistent progress updates and risk mitigation plans.

8.3 Documentation and Quality Assurance

- Maintain clear documentation of methods, data sources, assumptions, and revisions.
- Ensure all deliverables follow CNRA and state quality standards.

Task 9 - Post-Deliverable Support

Description

The Contractor shall provide technical assistance after the final deliverables are submitted by answering questions, clarifying methodologies, and supporting CNRA staff. The Contractor shall complete limited post-submission revisions,

corrections, and formatting updates as requested by CNRA; attend follow-up meetings, briefings, or presentations related to the 2027 Stewardship Section; and deliver all final files and documentation, as well as conduct a knowledge-transfer session to support CNRA's long-term use of the work.

Subtasks

9.1 Post-Submission Technical Assistance

- Provide ongoing technical support to CNRA after submission of the Final Stewardship Section.
- Respond to CNRA questions regarding methodologies, datasets, assumptions, and findings.
- Clarify or expand on analytical approaches as needed for internal or external communication.

9.2 Participation in Meetings

- Attend CNRA meetings, briefings, or presentations related to the 2027 Stewardship Section post-submission.
- Provide subject-matter support during internal or external discussions, including stakeholder or tribal follow-up sessions if needed.

9.3 Knowledge Transfer and Close-Out

- Provide all final work products, editable files, documentation, and supporting materials.
- Conduct a knowledge-transfer session (virtual) summarizing project methods, datasets, recommendations, and reproducibility steps.
- Support contract close-out activities as requested by CNRA.

Deliverable Due Dates

Task	Deliverable	Description	Due Date
1.1	Outreach Planning and Coordination Summary	Summary of outreach design, engagement planning, and materials preparation supporting AB 900 reporting.	Oct 15
1.2	Stakeholder Engagement Summary	Documentation of stakeholder meetings, listening sessions, regional roundtables, logistics, platform hosting, and incorporation of local/rural/underserved priorities.	Nov 2
1.3	Tribal Engagement Summary	Summary of Tribal Affairs Unit–supported consultations, tribal roundtables, input on TEK, land return, stewardship needs, and capacity considerations.	Nov 16
2.1	Data Inventory and Review	Inventory and assessment of datasets, engagement materials, reports, completeness, reliability, and data gaps.	Dec 1
2.2	Stewardship Needs Assessment (Draft)	Identification and categorization of statewide stewardship needs across land types and community types (rural, underserved, tribal, urban).	Dec 15
2.3	Cost Estimation Methodology	Draft methodology, assumptions, and cost-model framework aligned with statewide needs.	Jan 2
2.4	Tribal Stewardship Needs Integration	Summary of tribal needs integrated into statewide analysis, supporting Tribal Affairs Unit.	Jan 15
3.1.-3.4	Best Practices, Case Studies and Innovation Review	Draft case studies (tribal-led & underserved examples), best practices, and technology/innovation assessment.	Feb 2
4.1-4.7	Benefits and Co-Benefits Analysis	Synthesis and analysis of ecological, climate, environmental service, recreation/access, economic, eco-tourism, and cultural benefits.	Feb 20

5.1-5.2	Workforce Needs Assessment	Workforce gaps, barriers, training pathways, and cross-sector workforce analysis.	Mar 2
6.1-6.5	Recommendations Package	Recommendations for stewardship improvements, tribal partnership, TEK integration, ancestral land return, long-term planning, and workforce capacity-building.	Mar 16
7.1	Full Draft 2027 Stewardship Section	Complete draft stewardship chapter including narrative, figures, tables, maps, citations, and appendices.	Apr 1
7.2	Revised Draft Stewardship Section	Revisions incorporating CNRA feedback, tracked edits, and updated content.	Apr 15
7.3	Final Publication Ready Stewardship Section	Final, accessible, publication ready report section with all supporting files.	Apr 30
8.1-8.3	Project Management Documentation	Updated work plan, meeting notes, data/method documentation, data visualization, and quality assurance materials.	Ongoing; final compiled package due March 30
9.1-9.3	Post-Deliverable Support	Provide post-submission support including answering CNRA questions, participating in follow-up meetings or briefings, and supplying final documentation and knowledge-transfer materials.	Ongoing through end of contract

Questions Regarding RFP

All questions concerning this RFP must be submitted directly to Holly Shand at holly.shand@resources.ca.gov on or before ~~August 18, 2026~~ **August 27, 2026**, at 3:00pm. When submitting questions, indicate the RFP number in the subject line. Questions via fax or telephone will not be accepted. Answers to questions and other notices about this RFP will be provided via an addendum through the email originally used for solicitation contact. CNRA is not responsible for sending individual notification of changes or updates.

Eligible Bidders

Public or private corporations, agencies, organizations, associations, or individuals may submit a sealed bid in response to this RFP. The bidder must be legally constituted and qualified to do business within the State of California (registered with the Secretary of State). Except for bidders whose legal status precludes incorporation (i.e. public agencies, sole proprietorships, and partnerships), bidders that are not fully incorporated by the deadline for submitting sealed bids will be disqualified. The bidder must also not be listed on either list of the 500 largest tax delinquencies pursuant to Section 7063 or 19195 of the Revenue and Taxation Code.

Loss Leader

It is unlawful for any person engaged in business within this state to sell or use any article or product as a “loss leader” as defined in Section 17030 of the Business and Professions Code. A "loss leader" is any article or product sold at less than cost: (a) Where the purpose is to induce, promote or encourage the purchase of other merchandise; or (b) Where the effect is a tendency or capacity to mislead or deceive purchasers or prospective purchasers; or (c) Where the effect is to divert trade from or otherwise injure competitors.

Contractor Insurance Requirement

The below required insurance documents will be requested upon award only. The awarded bidder will be required to maintain the following proof of coverage throughout the duration of this agreement and must supply proof of upon request by the CNRA Project Manager.

If the required documentation is not received by the requested date, CNRA may rescind the award for the agreement and award the contract to the next lowest cost vendor.

1. Commercial General Liability (limits not less than $1,000,000 per occurrence with a $2,000,000 annual policy aggregate)
2. Automobile Liability (limits not less than $1,000,000 combined single limit per accident)
3. Professional Liability (limits not less than $1,000,000 per occurrence and $3,000,000 policy aggregate)
4. Workers Compensation and Employers Liability (limits of $1,000,000 are required. The waiver of subrogation endorsement must also be provided).

The above policies must each be endorsed to include “the State of California, its officers, agents and employees as additional insured but only with respect to work performed under the Contract”.

Bidder Minimum Qualifications

1) Minimum of five years conducting statewide natural resource, conservation, or environmental policy projects.

2) Demonstrated experience with California's protected areas, land management, restoration, biodiversity conservation, or the 30x30 initiative.
3) Experience leading at least 3 comparable projects involving statewide analyses, strategic plans, or environmental assessments.
4) Demonstrated ability to estimate statewide costs, quantify stewardship backlogs, analyze datasets, and evaluate ecosystem services.
5) Experience facilitating engagement with state agencies, NGOs, local governments, landowners, and conservation organizations.
6) Demonstrated experience working collaboratively with California Native American Tribes and incorporating Tribal perspectives and Traditional Ecological Knowledge (TEK) into planning efforts.
7) Experience evaluating natural resource workforce capacity, training programs, and workforce development needs.
8) Experience researching and synthesizing best management practices, innovative technologies, and stewardship case studies.
9) Experience managing multidisciplinary teams, budgets, schedules, and public deliverables.

Section 2: Responding to this RFP

Bid Requirements and Information

Key Action Dates

Event	Date	Time
RFP available to prospective bidders	August 13, 2026	10:00am
Final Date for Question Submission	~~August 18, 2026~~ **August 27, 2026**	3:00pm
Question Response Posted	~~August 20, 2026~~ **August 31, 2026**	10:00am
Final Date for Bid Submission	~~August 31, 2026~~ **September 11, 2026**	5:00pm
Bid Opening	~~September 1, 2026~~ **September 14, 2026**	8:00am
Committee Review	~~September 1 through September 4, 2026~~ **September 14, through September 18, 2026**	
Notice of Itent to Award	~~September 8, 2026~~ **September 22, 2026**	10:00am
Proposed Award Date	~~September 16, 2026~~ **September 29, 2026**	10:00am

Submission of Bids

All proposals shall be submitted electronically via email to cnracontracts@resources.ca.gov no later than the date and time identified in Section H, Bid Requirements and Information, Item (1), Key Action Dates.

The subject line of the email shall include the solicitation number and title as follows:

RFP 0CA26004 – 30x30 Stewardship Engagement and Report

The proposal shall clearly identify the proposer's legal business name within the email and on all submitted documents.

Proposals shall be submitted in Adobe Portable Document Format (PDF), except for any required budget spreadsheets, which may also be submitted in Microsoft Excel format. If multiple files are submitted, each file shall be clearly labeled to identify its contents.

It is the proposer's responsibility to ensure that its proposal is received at the designated email address prior to the proposal due date and time. CNRA's determination of the date and time of receipt, based on the timestamp of the receiving email system, shall be final.

Proposals received after the proposal submission deadline may be deemed non-responsive and may not be considered for award.

CNRA is not responsible for delays caused by internet connectivity, email transmission issues, file corruption, spam filtering, file size limitations, or any other technical issue affecting delivery. Proposers are encouraged to submit proposals sufficiently in advance of the deadline to allow time to resolve any transmission issues.

Upon receipt of a proposal, the Department will provide an email acknowledging receipt. Such acknowledgment confirms receipt only and does not constitute a determination that the proposal is responsive or complete.

Proposals shall include the below:

1. **Cover Sheet:** 1-page limit that outlines an overview of intent.
2. **Technical Proposal Narrative:** The technical proposal narrative shall address the three categories below, in order. Response is limited to 6 pages. This is the
    a. Understanding of AB900 Requirements: (1 Page) A concise summary demonstrating the Bidder's understanding of AB900 statutory requirements, the purpose and intent of the stewardship

section of the 2027 30x30 Annual Report, and CNRA's need for synthesis-based deliverables.

b. Proposed Approach and Methodology: (3 Pages) A detailed narrative describing how the Bidder will accomplish Tasks 1-9, including:
    i. The engagement approach for stakeholders;
    ii. The approach to synthesizing existing reports, datasets, and analysis;
    iii. The methods for stewardship needs assessment, benefits analysis and case study selection.

c. Work Plan and Schedule: (1-2 Page) A comprehensive work plan that identifies subtasks, milestones, and timelines for each task that aligns with the deliverable table.

3. **Statement of Qualifications (SOQ):** Describe the knowledge, education, experience and abilities leading to the potential firm meeting or exceeding each of the minimum qualifications listed above. Statement of Qualifications limited to 2 paragraphs of explanation per required qualification.

4. **Qualifications of Assigned Personnel:** Provide firm resumes and/or vitae of the key contractor and/or subcontractor that describes the qualifications including education, experience, technical expertise, professional preparation, and competency of all key personnel proposed for this engagement.

5. **Sample Work and Successes on Comparable Projects:** Provide narrative and examples of documented performance, experience, and success delivering projects of similar scope, complexity, and subject matter. Responses should demonstrate the following proficiencies: (Limit to 4 pages [one for each category a-d]. Samples of work may be attached and will not count against page maximums of this section)
    a. Stewardship analysis, TEK integration, ecosystem services, conservation finance;
    b. Statewide or regional environmental program synthesis;
    c. Facilitating public, tribal, and community-based engagement;
    d. Producing publication-ready government reports.

6. **References:** List of three professional references (clients or project partners) with names, postal and email addresses, and telephone numbers.

7. **Subcontractors Documentation:** If contractors are proposed, include their roles and responsibilities, as well as the percentage of total work that will be performed.

8. **Budget:** Budget and budget justification for the project with a maximum of $900,000 including any sub-awards and contracts. Budget template is included below. Overhead costs cannot exceed 20%. Personnel Budget should be allocated by hours per person per task.

A. All bids must include the above as well as the documents identified in Section K, Required Attachment Checklist (Attachment 1). Bids not including the proper “required attachments" will be deemed non-responsive. A non-responsive bid is one that does not meet the basic bid requirements.

B. All documents requiring a signature shall be signed by an individual authorized to legally bind the proposing firm. By submitting a proposal electronically, the proposer certifies that all signatures provided are authentic and that the individual signing is authorized to bind the proposing firm.

C. Bids must be submitted for the performance of all the services described herein. Any deviation from the work specifications will not be considered and will cause a bid to be rejected.

D. A bid 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 bids and may waive an immaterial deviation in a bid. The State's waiver of an immaterial deviation will in no way modify the RFP document or excuse the bidder from full compliance with all requirements if awarded the agreement.

E. Costs incurred for developing bids and in anticipation of award of the agreement are entirely the responsibility of the bidder and will not be charged to the State of California.

F. An individual who is authorized to bind the bidder contractually must sign the Bid/Bidder Certification Sheet, (Attachment 2). The signature must indicate the title or position that the individual holds in the firm. An unsigned bid will be rejected.

G. A bidder may modify a bid after its submission by withdrawing the original bid and resubmitting a new bid prior to the bid submission deadline. Bidder modifications offered in any other manner, oral or written, will not be considered.

H. A bidder may withdraw a bid by submitting a written withdrawal request to the State, signed by the bidder or an authorized agent. A bidder may thereafter submit a new bid prior to the bid submission deadline. Bids may not be withdrawn without cause subsequent to bid submission deadline.

I. CNRA may modify the RFP prior to the date fixed for submission of bids by the issuance of an addendum to all parties who received a bid package or through the Cal eProcure website:

https://caleprocure.ca.gov/pages/Events-BS3/event-search.aspx

J. CNRA reserves the right to reject all bids. CNRA is not required to award an agreement.

K. Before submitting a response to this solicitation, bidders should review and understand all exhibits, correct all errors and confirm compliance with the RFP requirements.

L. Where applicable, bidder should carefully examine work sites and specifications. Bidder must investigate conditions, character, and quality of surface or subsurface materials or obstacles that might be encountered. No additions or increases to the agreement amount will be made due to a lack of careful examination of work sites and specifications.

M. The State does not accept alternate contract language from a prospective Contractor. A bid with such language will be considered a counter proposal and will be rejected. The State's General Terms and Conditions are not negotiable.

N. No oral understanding or agreement will be binding on either party.

Evaluation and Selection

a. At time of bid opening, each bid will be checked for the presence or absence of required information in conformance with the submission requirements of this RFP.

b. CNRA will evaluate each bid to determine its responsiveness to the published requirements

c. Bids that contain false or misleading statements, or which provide references, which do not support an attribute or condition claimed by the bidder, may be rejected.

Basis of Award

The contract Award, if made, will be to the highest scoring bidder.

Bid responses must comply with all RFP requirements. Failure to do so will disqualify the bid. If it is determined not to be in the best interest of the State, the State reserves the right to not award a contract in response to this RFP.

In the event of a two-way (or more) tie, the method that will be used as a "tie-breaker" will be lowest bidder.

Scoring Criteria

The contract award will require the bidder to pass two phases of scoring. For the first phase, the bids will be reviewed by a committee and scoring for each section will be decided on an agreed committee consensus. The second phase is pass or fail based on answers provided by the bidder's provided references.

Criteria for Scoring	Score
• Qualifications (SOQ)	Pass/Fail
• Bios	Pass/Fail
• Quality and Effectiveness of the Proposed Solution and Approach	30 Points
• Demonstrated Proficiency and Prior Success on Comparable Projects	25 Points
• Relevant Expertise and Professional/Academic Qualifications of Assigned Personnel	20 Points
• Industry and Program Experience	15 Points
• Proposed Budget	10 Points
Total	**100 Points**

During this phase, CNRA will contact each reference by phone. References will be asked to describe their prior professional experience with the potential contractor, and to answer the following questions:

Criteria for Scoring	Score
• Did the contractor satisfactorily complete the project in accordance with the contract requirements?	Yes/No
• Did the contractor produce deliverables that met expectations for quality and timeliness?	Yes/No
• Did the contractor effectively communicate and collaborate with the client and other stakeholders?	Yes/No
• Would you hire this contractor again for a similar project?	Yes/No

The State will evaluate the information obtained from the Bidder's references to assess demonstrated past performance on projects comparable in scope, complexity, and subject matter to the services described in this RFP. If the reference information demonstrates a consistent pattern of unsatisfactory performance or otherwise raises substantial concerns regarding the Bidder's ability to successfully perform the required services, the State reserves the right to determine that the Bidder is non-responsive or non-responsible, as applicable, and reject the proposal.

The method of proposal evaluation and scoring is as follows:

SCORE	EVALUATION
Pass **Fail**	**Qualifications (SOQ)** Meets minimum qualifications, as listed on page 9 and outlined in submitted SOQ. Did not provide a SOQ; or did not meet minimum qualifications
Pass **Fail**	**Bios** Provides firm resumes and/or vitae of the key contractor and/or subcontractor Did not provide firm resumes and/or vitae of the key contractor and/or subcontractor
0-5 **6-11** **12-17** **18-23**	**Quality and Effectiveness of the Proposed Solution and Approach (30 pts)** Evaluates the clarity, soundness, feasibility, and overall quality of the Bidder's technical approach, methodology, work plan, and understanding of project requirements. The proposed solution and approach are not provided or fail to address the RFP requirements. The methodology, work plan, or understanding of the project is absent or contains significant deficiencies that make successful performance unlikely. The proposed solution and approach minimally address the RFP requirements. The methodology, work plan, or understanding of the project is vague, incomplete, or impractical. Significant weaknesses exist, and there is little evidence that the proposed approach will achieve the project objectives. The proposed solution and approach address some RFP requirements but lack sufficient detail, clarity, or feasibility. The methodology and work plan demonstrate a basic understanding of the project but contain notable weaknesses or gaps that reduce confidence in successful performance. The proposed solution and approach adequately address the RFP requirements. The methodology, work plan, and understanding of the project are generally clear, logical, and feasible. Evidence demonstrates the ability to successfully perform the work, although some minor weaknesses or areas requiring clarification remain.

24-29	The proposed solution and approach thoroughly address the RFP requirements. The methodology, work plan, and understanding of the project are clear, well-organized, practical, and demonstrate a high likelihood of successful performance. Only minimal weaknesses, if any, are identified.
30	The proposed solution and approach comprehensively address all RFP requirements. The methodology, work plan, and understanding of the project are exceptionally clear, well-reasoned, innovative where appropriate, and highly feasible. The proposal demonstrates a thorough understanding of the project objectives, provides compelling evidence of successful implementation, and contains no identifiable weaknesses.
	Demonstrated Proficiency and Prior Success on Comparable Projects (25 pts) Assesses the Bidder's documented performance, experience, and success delivering projects of similar scope, complexity, and subject matter.
0-4	The Bidder provides no relevant experience or documentation demonstrating successful completion of comparable projects. The response fails to address the RFP requirements or demonstrates an inability to perform the required work.
5-9	The Bidder demonstrates limited relevant experience with projects of similar scope, complexity, or subject matter. Documentation is incomplete, lacks detail, or provides little evidence of successful performance. Significant weaknesses exist.
10-14	The Bidder demonstrates limited relevant experience with projects of similar scope, complexity, or subject matter. Documentation is incomplete, lacks detail, or provides little evidence of successful performance. Significant weaknesses exist.
15-19	The Bidder demonstrates relevant experience successfully delivering projects of similar scope, complexity, and subject matter. Documentation provides reasonable evidence of successful performance and the ability to meet the project requirements. Minor weaknesses or areas requiring clarification may exist.
20-24	The Bidder demonstrates extensive relevant experience successfully completing projects comparable in scope, complexity, and subject matter. Documentation is detailed, well supported, and provides strong evidence of successful performance with only minimal weaknesses, if any.

25	The Bidder demonstrates exceptional experience and a consistent record of successfully delivering projects highly comparable in scope, complexity, and subject matter. Documentation provides compelling evidence of outstanding performance, successful outcomes, and the ability to effectively perform all aspects of the required work. No identifiable weaknesses are present.
	Relevant Expertise and Professional/Academic Qualifications of Assigned Personnel Evaluates the qualifications, technical expertise, professional preparation, and competency of all key personnel proposed for this engagement.
0-3	The proposed personnel do not demonstrate the minimum qualifications, technical expertise, or professional preparation necessary to perform the required work. Key personnel are not identified, or documentation is insufficient to evaluate competency.
4-7	The proposed personnel demonstrate limited relevant qualifications, technical expertise, or professional preparation. Documentation is incomplete or lacks sufficient detail to demonstrate competency. Significant weaknesses exist that reduce confidence in the team's ability to successfully perform the work.
8-11	The proposed personnel demonstrate some relevant qualifications and technical expertise. Professional preparation and experience generally align with the project requirements but contain notable gaps or weaknesses that reduce confidence in successful performance.
12-15	The proposed personnel demonstrate relevant qualifications, technical expertise, and professional preparation appropriate for the project. Documentation provides reasonable evidence that the team possesses the knowledge, skills, and competency necessary to successfully perform the required work. Minor weaknesses or areas requiring clarification may exist.
16-19	The proposed personnel demonstrate extensive relevant qualifications, technical expertise, and professional preparation. The proposed team is highly qualified, with education, certifications, and experience that strongly support successful project performance. Only minimal weaknesses, if any, are identified.
20	The proposed personnel demonstrate exceptional qualifications, technical expertise, and professional preparation that directly align with the project requirements. The team possesses outstanding knowledge,

	skills, and competency, supported by highly relevant education, certifications, and experience. Documentation clearly demonstrates the ability to successfully perform all aspects of the required work, with no identifiable weaknesses.
	Industry and Program Experience Assesses Bidder's broader experience in relevant natural resources, environmental analysis, conservation, or stewardship sectors.
0-2	The Bidder demonstrates no relevant industry or program experience. The response fails to establish familiarity with the natural resources, environmental analysis, conservation, or stewardship sectors necessary to successfully perform the work.
3-5	The Bidder demonstrates limited industry or program experience relevant to the project. Documentation provides minimal evidence of familiarity with the applicable sectors, and significant weaknesses reduce confidence in the Bidder's understanding of the program environment.
6-8	The Bidder demonstrates some relevant industry or program experience. Documentation reflects a basic understanding of the applicable sectors but contains notable gaps or limited experience that reduce confidence in the Bidder's ability to effectively support the project.
9-11	The Bidder demonstrates relevant industry or program experience in natural resources, environmental analysis, conservation, or stewardship. Documentation provides reasonable evidence of familiarity with the applicable sectors and demonstrates the ability to effectively support the project. Minor weaknesses or areas requiring clarification may exist.
12-14	The Bidder demonstrates extensive industry or program experience directly relevant to the project. Documentation reflects a strong understanding of the applicable sectors and provides convincing evidence of the Bidder's ability to effectively support the project's objectives. Only minimal weaknesses, if any, are identified.
15	The Bidder demonstrates exceptional breadth and depth of industry and program experience directly relevant to the project. Documentation reflects a comprehensive understanding of the natural resources, environmental analysis, conservation, and/or stewardship sectors and provides compelling evidence that the Bidder possesses the expertise necessary to successfully support all aspects of the project. No identifiable weaknesses are present.

Formula	**Cost** The following Cost Proposal Scoring Example is generated using the maximum of 10 points available to be awarded based on submitted Cost Proposal submitted by the RFP due date. The Cost Proposal will be evaluated using the following formula. The responsive Bidder submitting the lowest total cost proposal will receive the maximum available points. All other responsive Bidders will receive a proportionate score based on the relationship between their proposed cost and the lowest proposed cost. **Formula** **Cost Score = (Maximum Available Cost Points × Lowest Responsive Total Cost Proposal) ÷ Bidder's Total Cost Proposal** Scores will be rounded to the nearest whole number. Example: **Bidder C (Lowest Cost)** • Cost = $600,000 • Formula: $10 \times \frac{600{,}000}{600{,}000} = 10$ **Score = 10**
	Bidder B • Cost = $700,000 $10 \times \frac{600{,}000}{700{,}000} = 8.57$ Rounded: **Score = 9**
	Bidder A • Cost = $800,000 $10 \times \frac{600{,}000}{800{,}000} = 7.5$ Rounded: **Score = 8**

The award, if made, will be granted to the applicant who meets the above requirements and earns the highest score. Proposal responses must comply with all RFP requirements. Failure to do so will disqualify the proposal. If it is determined not to be in the best interest of the State, CNRA reserves the right to not award a contract in response to this RFP.

Award and Protest

Award

Award, if made, will be made to the responsive and responsible bidder whose proposal receives the highest total evaluated score in accordance with the evaluation methodology established in this solicitation, including the application of any applicable preferences and incentives.

A Notice of Proposed Award will be posted in a location accessible to the general public, at least five (5) working days prior to the anticipated award of the Agreement.

The State reserves the right to reject any or all proposals and to modify or cancel this solicitation in whole or in part when determined to be in the best interest of the State.

Protest

In accordance with Public Contract Code (PCC) section 10345(b), a bidder may protest the proposed award of this Agreement prior to award. A protest must be filed with both the DGS-OLS, and the California Natural Resources Agency (CNRA).

A protest of the proposed award shall be limited to the grounds permitted under PCC section 10345(b)(2), including, as applicable, failure by the State to follow the procedures required by PCC section 10344, failure to correctly apply the evaluation standards or requirements specified in this RFP, failure to follow the evaluation and scoring methodology specified in this RFP, or proposed award to a bidder other than the bidder receiving the highest evaluation score.

The initial protest must be received prior to award of the Agreement and shall be submitted to both of the following:

Department of General Services
Office of Legal Services
Attn: Bid Protest Coordinator
707 Third Street, 7th Floor, Suite 7-330
West Sacramento, CA 95605
Email: OLSProtests@dgs.ca.gov

California Natural Resources Agency
Attn: Holly Shand
715 P Street, 20th Floor
Sacramento, CA 95814

Within five (5) days after filing the initial protest, the protesting bidder must file with both DGS-OLS and CNRA a full and complete written statement specifying in detail the grounds for the protest and the facts supporting those grounds.

If a timely protest is filed prior to award, the Agreement will not be awarded until the protest has been withdrawn or DGS has decided the matter.

Disposition of Bid

Upon bid opening, all documents submitted in response to this solicitation will become the property of the State of California and will be available for public inspection under Public Contract Code 10342.

State's Right to Reject Proposals

The State reserves the right to reject any or all proposals, cancel this solicitation at any time, amend the solicitation by addendum, or waive immaterial defects or irregularities whenever it is determined to be in the best interest of the State.

Reservation of Rights

Nothing contained in this solicitation creates any contractual rights or obligations. The State reserves the right to negotiate final contract terms with the successful proposer, consistent with the solicitation requirements.

Sample Standard Agreement

This solicitation includes, as a separate document, a Sample Standard Agreement (Sample Standard Agreement STD 213) for review. The Sample Standard Agreement contains language that the CNRA expects to utilize for this contract.

Agreement Execution and Performance

a. Work must start on the express date set by the CNRA Project Manager 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, CNRA, upon five (5) days written notice to the Contractor, reserves the right to terminate the Agreement. In addition, the Contractor will be liable to the State for the difference between Contractor's bid price and the actual cost of performing work by the second lowest bidder or by another Contractor.

b. All performance under the Agreement must be completed on or before the termination date of the Agreement.

Conflict of Interest

The Contractor shall avoid organizational conflicts of interest and shall immediately disclose any actual, potential, or perceived conflicts arising during performance of the contract.

Extensions of Terms

This Agreement is for a 1-year term. This Agreement may be amended to extend the term by 1 year if it is determined to be in the best interest of the State. Upon signing the amendment, Provider hereby agrees to provide services for the extended period at the rates specified in the original Agreement.

Executive Order N-6-22 – Russia Sanctions

By submitting a proposal, the bidder certifies that it is in compliance with applicable economic sanctions imposed in response to Russia's actions in Ukraine, including the requirements of Executive Order N-6-22. The State may reject a proposal or terminate an Agreement if the bidder or Contractor is determined to be subject to applicable sanctions or otherwise in violation of Executive Order N-6-22.

Section 3 – Preference Programs

Small Business Preference

In accordance with Government Code section 14838 and Title 2, California Code of Regulations, section 1896.8, a five percent (5%) Small Business Preference will be applied, when applicable, to eligible California-certified Small Business (SB) and Microbusiness (MB) bidders.

Bidders claiming the Small Business Preference shall identify their California SB or MB certification status and provide their Department of General Services, Office of Small Business and Disabled Veteran Business Enterprise Services (DGS-OSDS) certification number in their proposal. Eligibility for the preference will be determined in accordance with applicable State law and regulations.

As award under this solicitation is based on the highest-scored proposal, the State will calculate the Small Business Preference by identifying the highest-ranked responsive and responsible bidder that is not eligible for the Small Business Preference and multiplying that bidder's total evaluation score by five percent (5%). The resulting preference points will be added to the evaluation score of each responsive and responsible bidder eligible to receive the Small Business Preference.

If the highest-ranked responsive and responsible bidder is eligible for the Small Business Preference, the preference will not be applied.

The Small Business Preference is applied for evaluation purposes only and will not be used to satisfy any minimum qualification or minimum scoring requirement established by this solicitation.

Non-Small Business Subcontractor Preference

A non-small business bidder may be eligible for a five percent (5%) preference by committing to subcontract at least twenty-five percent (25%) of its net bid price to one or more California-certified Small Businesses or Microbusinesses.

A non-small business bidder claiming this preference must identify the certified SB or MB subcontractor(s) in its proposal and provide sufficient information to demonstrate the required subcontracting commitment, including the work to be performed and the percentage or dollar amount of the subcontracting commitment. The bidder shall identify its proposed SB or MB subcontractor participation on the Bidder Declaration (GSPD-05-105) submitted with its proposal.

Each certified SB or MB subcontractor used to qualify for this preference must perform a Commercially Useful Function (CUF) in accordance with the CUF requirements identified in this solicitation.

For an award based on the highest-scored proposal, the applicable preference amount will be calculated at five percent (5%) of the highest-ranked responsive and responsible bidder's total evaluation score and added, for evaluation purposes, to the score of an eligible non-small business bidder.

California-certified Small Business and Microbusiness bidders have precedence over non-small business bidders. Application of the Non-Small Business Subcontractor Preference shall not result in the denial of an award to an otherwise eligible California-certified Small Business or Microbusiness bidder.

The preference is applied for evaluation purposes only and does not alter the bidder's proposed contract price.

Disabled Veteran Business Enterprise (DVBE) Incentive

The DVBE Participation Program requirements have been waived for this solicitation. However, bidders that voluntarily utilize California-certified DVBE participation may be eligible to receive a DVBE incentive.

For this solicitation, the DVBE incentive is established at one (1) point. A responsive and responsible bidder that meets the applicable DVBE incentive requirements will receive one (1) additional point added to its total evaluation score.

Bidders claiming the DVBE incentive must identify the certified DVBE firm(s), the work to be performed, and the level of DVBE participation on the Bidder Declaration (GSPD-05-105) submitted with the proposal. Any DVBE prime contractor, subcontractor, or supplier used to qualify for the incentive must perform a Commercially Useful Function (CUF) in accordance with the CUF requirements identified in this solicitation.

The DVBE incentive is applied for evaluation purposes only and may not be used to satisfy any minimum qualification or minimum scoring requirement established by this solicitation.

Small Business, Microbusiness, and DVBE certification is administered by the Department of General Services, Office of Small Business and Disabled Veteran Business Enterprise Services (DGS-OSDS). Certification status may be verified through the State of California's Cal eProcure system.

Commercially Useful Function (CUF)

All California-certified Small Businesses (SB), Microbusinesses (MB), and Disabled Veteran Business Enterprises (DVBE) identified as contractors, subcontractors, or suppliers in connection with this solicitation must perform a Commercially Useful Function (CUF), in accordance with Government Code section 14837, Military and Veterans Code section 999, and applicable State requirements.

A contractor, subcontractor, or supplier will not be considered to perform a Commercially Useful Function if its 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 SB, MB, or DVBE participation.

Additional information regarding CUF requirements and resources is available from the Department of General Services at:

https://www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/Commercially-Useful-Function-for-Certified-Firms

Required Attachments

ATTACHMENT 1
REQUIRED ATTACHMENT CHECK LIST

A complete bid or bid package will include all the items identified below.

Complete this checklist to confirm the items in your bid. Place a check mark or "X" next to each item that you are submitting to the State. For your bid to be responsive, all required attachments must be returned. This checklist should be returned with your bid package also.

	Attachment	Attachment Name/Description
_____	Attachment 1	Required Attachment Checklist
_____	Attachment 2	Bid/Bidder Certification Sheet (Signed)
_____	Attachment 3	Payee Data Record (STD. 204) (Signed)
_____	Attachment 4	Bid Cost Sheet
_____	Attachment 5	Darfur Contracting Act Certification
_____	Attachment 6	Bidder Declaration (GSPD-05-105) & Std. 843 (if applicable)
_____	Attachment 7	Contractor's Certification Clauses (CCC 04/2017)
_____	Attachment 8	California Civil Rights Laws

_____ Copy of California Business License or Articles of Incorporation
_____ Proposal
_____ A Statement of Qualifications explaining how you meet all the Minimum Qualifications
_____ References

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ATTACHMENT 2
BID/BIDDER CERTIFICATION SHEET

This Bid/Bidder Certification Sheet must be signed and returned along with all the "required attachments" as a bid package as directed in Submission of Bid with original signatures. The bid documents must be transmitted in a sealed envelope in accordance with RFP instructions.

A. All required attachments are included with this certification sheet.
B. I have read and understand the DVBE participation requirements and have included documentation demonstrating that I have met the participation goals.
C. The signature affixed hereon and dated certifies compliance with all the requirements of this bid document. The signature below authorizes the verification of this certification.
An unsigned Bid/Bidder Certification Sheet may be cause for rejection

1. Company Name	2. Telephone Number ( )	2a. Fax Number ( )
3. Address		
Indicate your organization type: 4. ☐ Sole Proprietorship	5. ☐ Partnership	6. ☐ Corporation
Indicate the applicable employee and/or corporation number: 7. Federal Employee ID No.	8. California Corporation No.	
9. Indicate applicable license and/or certification information:		
10. Bidder's Name (Print):	11. Title:	
12. **Signature**	13. Date	
14. Are you certified with the Department of General Services, Office of Small Business and DVBE Services (OSDS) as: a. California Small Business Yes ☐ No ☐ If yes, enter certification number:	b. Disabled Veteran Business Enterprise Yes ☐ No ☐ If yes, enter certification number:	
c. Non-Small Business Subcontractor Preference Yes ☐ No ☐		
NOTE: A copy of your Certification is required and MUST be included if either of the above items are checked **"Yes"**. Date application submitted to OSDS (if application is pending):		

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ATTACHMENT 2
BID/BIDDER CERTIFICATION SHEET INSTRUCTIONS

Complete the numbered items on the Bid/Bidder Certification Sheet by following the instructions below:

Item Numbers	Instructions
1, 2, 2a, 3	Must be completed. Items are self-explanatory.
4	Check if your firm is a sole proprietorship. A sole proprietorship is a form of business in which one (1) 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.
5	Check if your firm is a partnership. A partnership is a voluntary agreement between two (2) 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 will be a proportional sharing of the profits and losses between them. An association of two (2) or more persons to carry on, as co-owners, a business for profit.
6	Check if your 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/her successors, being the incumbents of a particular office, but ordinarily consisting of an association of numerous individuals.
7	Enter your Federal Employee Tax Identification Number.
8	Enter your corporation number assigned by the California Secretary of State's Office. This information is used for checking if a corporation is in good standing and qualified to conduct business in California.
9	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 procured.
10, 11, 12, 13	Must be completed. These items are self-explanatory.
14	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 certification number on the line. If you are not certified to one (1) or both, place a check in the "No" box. If your certification is pending, enter the date your application was submitted to OSDS.

ATTACHMENT 3
PAYEE DATA RECORD (STD 204)

A completed Payee Data Record, STD 204 form, is required for all payees (non-governmental entities or individuals) entering into a transaction that may lead to a payment from the state. Each state agency requires a completed, signed, and dated STD 204 on file; therefore, it is possible for you to receive this form from multiple state agencies with which you do business.

This form must be obtained from the Office of State Publishing or using the website stated below. The form must be downloaded, completed, signed, and returned with your bid package.

Please use this link to go directly to the form:

http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf

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ATTACHMENT 4
BID COST SHEET

The Bidder shall submit a detailed Cost Proposal that includes all costs necessary to perform the services described in this Request for Proposal (RFP). The proposed budget shall include all direct and indirect costs associated with the successful completion of the Scope of Work, including, but not limited to, personnel, travel, subcontractors, materials, meetings, facilitation, reporting, administrative support, and overhead.

The total proposed cost shall not exceed **$900,000**.

The Cost Proposal shall clearly identify all anticipated costs by task and shall include sufficient detail to allow the State to evaluate the reasonableness and completeness of the proposed budget.

Overhead costs shall not exceed **20 percent** of the total direct personnel costs.

The Cost Proposal shall remain valid for a period of **90 calendar days** following the proposal due date.

This Attachment is also available separately as an Excel sheet in the solicitation.

Cost Estimate			
Direct Costs			
Labor Costs			
Position/Title	**Est. Hours**	**Rate**	**Cost**
Example: *Project Director*			$0.00
Example: *Project Director*			$0.00
Example: *Project Director*			$0.00
			$0.00
			$0.00
			$0.00

			$0.00
			$0.00
Subtotal Labor Costs:			**$0.00**
Engagement and Meeting Costs			
Item	**Quantity**	**Unit Cost**	**Cost**
Example: *In Person Event Materials*			$0.00
Example: *Facilitation Supplies/Tools*			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
Subtotal Engagement and Meeting Costs:			**$0.00**
Other Direct Costs			
Item		**Description**	**Cost**
Example: *Data purchase/licensing*			
Example: *Specialized software/technical tools*			
Example: *Printing*			
Example: *Communication/outreach*			
Subtotal Engagement and Meeting Costs:			**$0.00**

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Travel		
Travel rates are subject to CalHR Guidelines		**Cost**
Travel		
Subtotal Travel Costs:		**$0.00**
Total Direct Costs:		**$0.00**
Indirect Costs (IDC)		
IDC Base (Direct Costs Only - Excludes Subcontractors)		**$0.00**
IDC Rate (Max 20%)		**20.00%**
IDC Amount		**$0.00**
Total Direct Costs + IDC		**$0.00**
Note: IDC may be applied to Direct Costs only; subcontractor costs are excluded from the IDC calculation.		
Subcontracting		
Subcontractor Name	**Description**	**Cost**
Example: ABC Company		
Subtotal Subcontracting Costs:		**$0.00**
Total Subcontracting Costs:		**$0.00**
Grand Total Cost Bid*		**$0.00**

**Total includes Direct Costs, allowable IDC, and Subcontracting Costs.*

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ATTACHMENT 5
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.

OPTION #1 – NOT APPLICABLE

☐ Check here if your company has not, within the previous three years, had any business activities or other operations outside of the United States.

Company/Vendor Name (Printed)	*Federal ID Number*
Printed Name and Title of Person Signing	*By (Authorized Signature)*

OPTION #2 - 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.

Company/Vendor Name (Printed)	*Federal ID Number*
By (Authorized Signature)	
Printed Name and Title of Person Signing	
Date Executed	*Executed in the County and State of*

OPTION #3 – 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.

Company/Vendor Name (Printed)	*Federal ID Number*
Initials of Submitter	
Printed Name and Title of Person Initialing	

CALIFORNIA NATURAL RESOURCES AGENCY

ATTACHMENT 6
BIDDER DECLARATION
(GSPD-05-105)

Download, print and attach form(s): Bidder Declaration GSPD-05-105
http://www.documents.dgs.ca.gov/pd/delegations/GSPD105.pdf
complete when any subcontracting is to be used in the contract.

Micro Business / Small Business Program
The application of the five percent (5%) Small Business bidding preference is now extended to non-small businesses that commit to subcontracting at least twenty-five percent (25%) of its net bid price to California Certified Small Businesses and/or Micro-businesses when the non-small business:

1. Has included in its bid a notification to the Department that it commits to subcontract at least twenty-five percent (25%) of its net bid price with one (1) or more small businesses; and
2. Has submitted a timely, responsive bid; and
3. Is determined to be a responsible bidder; and
4. Submits a Bidder Declaration GSPD-05-105 listing the small and or micro businesses it commits to subcontract with for a commercially useful function in the performance of the Agreement.

DVBE Participation Program

1. Submits a Bidder Declaration GSPD-05-105 listing the DVBE it commits to subcontract with for a commercially useful function in the performance of the Agreement. And
2. Submits a completed Disabled Veteran Business Enterprise Declarations (STD 843) - http://www.documents.dgs.ca.gov/pd/poliproc/STD-843FillPrintFields.pdf

STD 843 Purpose	The State must obtain declarations from certified Disabled Veteran Business Enterprises (DVBEs) pursuant to Military and Veterans Code Sections 999.2(b) through 999.9. The purpose is to eliminate the benefits of DVBE status from those contractors who are using their certified status and obtaining State funds but working only as brokers or agents. Therefore, in order to enable the State to verify that a DVBE is not an equipment broker, the DVBE's Federal Tax Information Number must be reported on the STD 843.
When to complete this form	The DVBE declarations form is completed when a California certified DVBE supplier is submitting a response to a competitive solicitation and/or request for offer or in the case of rental equipment is a supplier who is obtaining the participation of California certified DVBE subcontractors.
Signatures	All disabled veteran owners and disabled veteran managers of the DVBE must complete the form prior to award of the contract. All original

signatures of the STD. 843 for DVBE(s) associated with the awarded contract are to be kept in the contract file

ATTACHMENT 7
CONTRACTOR CERTIFICATION CLAUSE (04/2017)

Download, print, sign first page and attach form to your bid.

https://www.dgs.ca.gov/-/media/Divisions/OLS/Resources/CCC-042017.pdf

ATTACHMENT 8
California Civil Rights Laws Attachment

Download, print, sign first page and attach form to your bid.

https://www.dgs.ca.gov/-/media/Divisions/OLS/Forms/CALIFORNIA-CIVIL-RIGHTS-LAWS-ATTACHMENT.pdf