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**STATE OF CALIFORNIA  
DEPARTMENT OF CORRECTIONS AND REHABILITATION**



**REQUEST FOR PROPOSAL (RFP)  
INCARCERATED PERSONS MAIL SCANNING**

**RFP# C5612999  
AUGUST 18, 2026**

**BIDS ARE DUE BY: September 18, 2026 at 2:00 PM PST**

**RETURN PROPOSAL TO:**

Maleka Quettawala  
[Maleka.Quettawala@cdcr.ca.gov](mailto:Maleka.Quettawala@cdcr.ca.gov)

Faith de Leon  
[Faith.deleon@cdcr.ca.gov](mailto:Faith.deleon@cdcr.ca.gov)

**Enterprise Information Services  
IT Contract Procurement Unit**

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## **SECTION 1 - GENERAL**

### **1. OVERVIEW**

This Request for Proposal (RFP) is issued by the California Department of Corrections and Rehabilitation (CDCR), Enterprise Information Services (EIS) to solicit proposals for Incarcerated Population & Community Solutions for an Incarcerated Persons Mail Scanning Solution meeting the requirements of **Exhibit A - Statement of Work (SOW)**.

### **2. BACKGROUND**

The CDCR continues to experience a significant rise in illicit drugs and controlled substances entering institutions through incoming First-Class Mail addressed to incarcerated persons. CDCR mailrooms statewide have repeatedly discovered narcotics and synthetic drugs concealed within envelopes, greeting cards, paper stock, and other mail formats. These substances may be soaked, sprayed, or chemically bonded into paper materials, making detection extremely difficult for personnel using traditional mailroom screening practices.

Illicit substances introduced through the mail system have contributed to increased incidents of violence, incarcerated person overdoses, hospitalizations, assaults on staff, and destabilization of institutional operations. These trends present a serious threat to the safety, security, health, and rehabilitative environment of CDCR's correctional institutions.

### **3. PURPOSE**

The objective is to establish a secure, consistent, and efficient statewide operating model for handling incoming First-Class Mail addressed to incarcerated persons by implementing a centralized, offsite mail scanning and digitization service. This model is designed to eliminate contraband introduction through physical mail, enhance institutional safety, reduce operational burdens on CDCR mailrooms, and ensure timely, accessible digital delivery of correspondence.

### **4. GENERAL INFORMATION**

This RFP contains the requirements that interested Contractors must meet in order to submit a responsive proposal. It provides information regarding the format in which offers must be submitted, the material to be included, the requirements that must be met to be eligible for consideration, and the Bidder's responsibilities. For the purposes of this RFP, the terms "bidder" and "proposer" are used interchangeably.

Proposals submitted in response to this RFP must contain all data/information requested and must conform to the format prescribed. It is the Contractor's responsibility to provide all required data and other information deemed necessary for the CDCR's Evaluation Team to determine and verify the Contractor's ability to perform the tasks and activities defined in **Exhibit A - Statement of Work**. Proposals may be disqualified if they fail to respond completely to RFP requirements and subsequent Addendums. Only one (1) Contractor will be awarded the resulting Agreement from this RFP.

#### **Definitions:**

**Contractor-** A Contractor/Contractor staff is considered to be a staff augmentation that does not offer any consultation services as it relates to the consultation of further purchasing of goods/software or services under any services Contract. A Contractor who does not advise on the procurement or contracting of further services under a services Contract is also not required to submit a Form 700, Statement of Economic Interests. In addition, a Contractor is also called the owner of a company or firm, (services or consulting) and their staff are considered Contractor staff if they do not advise on further procurement or contracting.

**Consultant-** A Consultant is considered to be that of an advisory nature and can offer its consulting services which can advise and suggest through the consultation process of the further purchasing of goods/software or services under any services Contract. A Consultant who does advise on the procurement or contracting of further services under a services Contract will be required to submit a Form 700, Statement of Economic Interests.

## 5. KEY ACTION DATES

Adherence to the following schedule of dates and times is required. The CDCR may modify any part of the RFP, prior to the date proposals are due, by issuance of one (1) or more Addenda. Addenda will be numbered consecutively and be published via the California State Contracts Register (CSCR). Interested Contractors may submit questions and/or requests for clarification, via e-mail on or before the RFP Questions Due date and time listed in the table below, to: <[maleka.quettawala@cdcr.ca.gov](mailto:maleka.quettawala@cdcr.ca.gov)> and <[faith.deleon@cdcr.ca.gov](mailto:faith.deleon@cdcr.ca.gov)>. The CDCR's responses to Contractor's questions that provide new or additional information will be provided via an Addendum and sent to all potential bidders on CSCR.

| Event                         | Date       | Time (PST) |
|-------------------------------|------------|------------|
| RFP Release date              | 8/20/2026  | 4:00 PM    |
| RFP Questions Due             | 8/31/2026  | 2:00 PM    |
| RFP Response to Questions     | 9/4/2026   | 4:00 PM    |
| RFP Proposal Due Date*        | 9/18/2026  | 2:00 PM    |
| RFP Evaluations               | 9/21/2026  |            |
| Demonstrations/Interviews**   | 9/28/2026  |            |
| RFP Cost Opening              | 9/30/2026  |            |
| Notice of Intent to Award     | 10/2/2026  |            |
| Award of Agreement            | 10/12/2026 |            |
| Proposed Agreement Start Date | 10/19/2026 |            |

\*All dates after the RFP Proposal Due Date are subject to change without addendum to this RFP.

\*\* CDCR may request demonstrations or interviews at its discretion. These are not guaranteed; however, if conducted, they will be evaluated in accordance with the evaluation criteria of this RFP.

## 6. PERIOD OF PERFORMANCE

The anticipated term of the contract shall be from October 19, 2026, or upon final execution of this Agreement by the CDCR, whichever is later, through January 1, 2030, with two (2)

optional one (1) year extension, consistent with the original scope of services and **Exhibit B-1-Cost Workbook**; however, the contract term is subject to change. The resulting contract will be of no force or effect until signed by both parties. Performance shall not commence until a valid contract has been executed between the successful Bidder and the CDCR.

## 7. CDCR CONTACTS

The primary CDCR Contract Analyst and Secondary CDCR Contract Analyst shown on the front page shall be the designated authorized representatives regarding this procurement. All inquiries and questions must be directed to **both** Contract Analysts. Verbal communications are discouraged and shall not be binding on the State. Bidders should only rely on written statements issued by the CDCR Contract Analyst or Secondary CDCR Contract Analyst. The CDCR Contract Analyst and Secondary contact information for this RFP is listed below:

CDCR Contract Analyst: Maleka Quettawala

Telephone: (916)490-4738

Email: [Maleka.quettawala@cdcr.ca.gov](mailto:Maleka.quettawala@cdcr.ca.gov)

Secondary CDCR Contract Analyst: Faith de Leon

Telephone: (916)490-4730

Email: [Faith.deleon@cdcr.ca.gov](mailto:Faith.deleon@cdcr.ca.gov)

## 8. PROTEST PROCESS

An unsuccessful Bidder may protest the intended award by following the terms and procedures outlined below. Protests must be submitted within five (5) business days from the posting of the Notice of Intent to Award date indicated in Section 1, Item 6 – Key Action Dates. The protest must be submitted to the Department of General Services (DGS) Procurement Division (PD) Deputy Director to hear and resolve issues and whose decision will be final.

### A. GENERAL

If a Bidder has submitted a proposal that believes is responsive to the requirements of the RFP and should have been selected according to the evaluation procedures in the RFP, and the Bidder believes the CDCR has incorrectly selected another bidder for award, the Bidder may submit a protest of the selection as described below.

### B. REQUIREMENTS FOR PROTEST

All protests of award must be made in writing, signed by an individual authorized to bind the bidder contractually and financially, and contain a statement of the reason(s) for protest; citing the law, rule, regulation or procedure on which the protest is based. The protester must provide facts and evidence to support the claim.

Protests must be sent by email to the email addresses shown in Section 7 - CDCR Contact. Protests must also be emailed, mailed or delivered to:

Deputy Director  
Procurement Division

707 Third Street, Second Floor South  
West Sacramento, CA 95605  
Email.: [PDProtest@dgs.ca.gov](mailto:PDProtest@dgs.ca.gov)

Certified or registered mail must be used unless delivered in person; in which case the protester should obtain receipt of delivery.

## **9. METHOD OF AWARD**

Award, if made, will be in accordance with Section 2, Item 6 - Evaluation and Award, to the responsible responsive Bidder with the highest score, including all applicable preference and incentive calculations.

In the event of a tie, a coin toss will be a permissible tiebreaker. Such event will be conducted by the CDCR Contract Analyst or Secondary CDCR Contract Analyst observed by a CDCR employee as witness.

## **10. ADDITIONAL TERMS AND CONDITIONS**

The CDCR objects to and will not evaluate or consider any additional terms or conditions submitted by a bidder. Documents include all forms and attachments required to be submitted. Alteration of the CDCR's documents may result in rejection of the proposal. Proposals submitted referring to supplier attachments which include terms and conditions that conflict with the CDCR's complete solicitation shall be considered non-responsive and such bids shall be rejected.

## **SECTION 2 – RULES GOVERNING COMPETITION**

This section describes the bidding steps and includes the Bidder's and CDCR's rights and responsibilities for the procurement process. Specific guidelines and instructions for RFP response submission items are found in Section 3 – Proposal Submittal Items.

### **1. EXAMINATION OF THE SOLICITATION**

It is the sole responsibility of each Bidder to thoroughly review the entire RFP, including addenda, referenced documents, and any materials otherwise made available by the CDCR. This includes attending the Bidder's Conference, if held. Bidders are expected to become fully informed regarding the scope, location, nature, quantity, and conditions of the work to be performed. Bidders must carefully read and follow all instructions, submit timely inquiries as needed, and ensure full compliance with all procedural and substantive requirements set forth in the RFP.

### **2. DESIGNATION OF REQUIREMENTS**

The CDCR has established certain requirements with respect to proposals to be submitted by prospective contractors. The use of "must," "shall" or "will" in the RFP indicates a requirement or condition that is mandatory. A deviation, if not material, may be waived by the CDCR. A deviation from a requirement is material if the deficient response is not in substantial accord with the RFP requirements, provides an advantage to one bidder over other bidders, or has a potentially significant effect on the delivery, quantity or quality of items bid, or amount paid to the Contractor. Material deviations cannot be waived.

The words “should” or “may” in the RFP indicate desirable attributes or conditions but are non-mandatory in nature. Deviation from, or omission of, such a desirable feature will not in itself cause rejection of the proposal.

### **3. BIDDING CONDITIONS**

#### **A. VALIDITY OF PROPOSAL**

A Bidder's final proposal is an irrevocable offer for 90 days following the scheduled date for Submission of Final Proposals as stated in Section 1, Item 5 - Key Action Dates. A Bidder may extend its offer in the event of a delay of contract award.

#### **B. CONTRACT PROVISIONS**

The State of California has contract general provisions to be used by State agencies when contracting for information technology (IT) services. The IT general provisions appropriate for the specific requirements of this RFP, and resultant contract are as follows:

[Information Technology General Provisions Cloud Computing Services DGS PD 402-ITGP Cloud \(Rev. 02/20/2025\)](#)

A contract resulting from award of this RFP, if an award is made, is represented by all exhibits therein. Bidder also agrees to comply with all applicable statutes, rules, regulations, and orders of the State of California.

By signing the Proposal Cover Letter, included in this RFP, and submitting a proposal, the Bidder is agreeing to all of the above provisions without addition or modification.

#### **C. RFP QUESTIONS**

This RFP addresses all requirements that Bidders must meet to be eligible for consideration. Bidders must carefully read the entire RFP, ask appropriate questions in a timely manner, and make sure all procedures and requirements of the RFP are accurately followed and addressed. If a Bidder discovers any ambiguity, conflict, restrictive specifications, discrepancy, omission, or other errors in the RFP, the Bidder shall immediately notify the CDCR Contract Analyst and CDCR Secondary Contract Analyst of such error, in writing, and request clarification or modification of the document.

If the RFP contains an error known to the Bidder, or an error that reasonably should have been known, the Bidder shall submit a proposal at its own risk. If the Bidder fails to notify the CDCR of the error prior to the date fixed for submission of bids, and is awarded the contract, the Bidder shall not be entitled to additional compensation or time by reason of the error or its later correction.

All questions, comments, and concerns should be immediately directed to the CDCR Contract Analyst and Secondary CDCR Contract Analyst, in writing, no later than the date and time indicated in Section 1, Item 5 - Key Action Dates.

Questions and Answers will be posted via an Addendum. At the sole discretion of the CDCR, questions may be paraphrased by the CDCR for clarity and to maintain anonymity. Verbal answers shall not be binding on the CDCR.

A Bidder seeking clarification on the RFP may submit questions related to proprietary aspects of their proposal via email, provided the subject line is clearly marked "CONFIDENTIAL" and include a written explanation of their sensitivity. If the CDCR agrees that disclosure would reveal proprietary information, the question and answer will be kept confidential. If not, the Bidder will be notified, and the question will not be answered confidentially.

Failure by any Bidder to raise any concern related to a solicitation requirement will be deemed a waiver of any claim regarding the contract award relating to the specific solicitation requirement.

#### **D. ADDENDA**

The CDCR may modify the RFP prior to the Proposal Due Date by issuance of an addendum to the Event as posted on the CSCR. If the solicitation is revised by addenda, the Bidder is required to meet all requirements of the most current addendum, including using any updated forms. Addenda will be numbered consecutively. If any Bidder determines that an addendum unnecessarily restricts its ability to submit a bid, the Bidder is allowed five (5) working days to ask a question or request a change.

#### **E. DISPOSITION OF BIDS**

All materials submitted in response to this RFP will become the property of the CDCR and will become a public record after award. All proposals will be regarded as public records under the California Public Records Act (Government Code (GC) § 6250 et seq.).

Final proposals are public upon posting of Notice of Intent to Award. Bidders should be aware that marking a document "confidential" or "proprietary" in a final proposal will not prevent that document from being released after notice of intent to award as part of the public record, in accordance with the California Public Records Act.

### **4. BIDDING PROCESS**

#### **A. GENERAL**

Final Proposals must be complete with all required cost information, signatures, forms, and documentation.

#### **B. PROPOSAL PREPARATION**

Proposals should be prepared to provide a clear, concise description of the Bidder's capabilities in meeting the requirements of the RFP. Extensive promotional materials, colored displays, or other extraneous content are neither necessary nor desired, and may detract from the clarity of the response. Emphasis should be placed on adherence to RFP instructions, responsiveness to requirements, and overall completeness and clarity.

Bidders are cautioned that including unnecessary or unsolicited materials could inadvertently introduce content that may result in proposal rejection. Before submitting each

document, the Bidder should carefully proofread it for errors and adherence to the RFP requirements.

Proposals which contain false or misleading statements, or which provide references which do not support an attribute or condition claimed by the Bidder, may be rejected. If, in the opinion of the CDCR, such information was intended to mislead the CDCR in its evaluation of the proposal, and the attribute, condition, or capability is a requirement of this RFP, it will be the basis for rejection of the bid.

Proposals must be complete, unaltered, and submitted on the CDCR's official forms. Conditional, incomplete, or irregular proposals will be rejected, as will those containing conflicting supplier terms or any material deviation from RFP requirements. Follow the Proposal Submittal Format specified in Section 3 - Bid Submittal Items.

### **C. BIDDER'S COST**

Costs for developing Proposals are entirely the responsibility of the Bidder and shall not be chargeable to the CDCR.

## **5. PROPOSAL SUBMITTAL FORMAT**

### **A. ELECTRONIC PROPOSAL SUBMITTAL INSTRUCTIONS**

Proposals must be received by the proposal due date and time in Section 1, Item 5 - Key Action Dates. Proposals received after this date and time will not be considered. The Bidder shall bear all risks associated with delivery of proposals, including but not limited to, delivery delays due to file size, etc.

The completed proposal response shall be submitted by email to both the CDCR Contract Analyst and the Secondary CDCR Contract Analyst as follows:

Email proposals to the CDCR Contract Analyst at [Maleka.Quettawala@cdcr.c.gov](mailto:Maleka.Quettawala@cdcr.c.gov) and [Faieth.deleon@cdcr.ca.gov](mailto:Faieth.deleon@cdcr.ca.gov).

Email should clearly identify in the Subject Line:

**Proposal Response for RFP C5612999 Incarcerated Persons Mail Scanning and  
<Submitting Company Name>**

Emails should not exceed 50 megabytes (MB). The CDCR's mail server may automatically reject excessively large emails. Bidder may submit multiple emails if file size exceeds the recommended 50 MB. Multiple emails should be identified as follows: 1 of 3, 2 of 3, 3 of 3, etc. Links to files stored on the Internet (e.g., Google Drive, Dropbox, etc.) in lieu of attachments are not acceptable, and any documents stored at such links will not be retrieved.

Email must contain all proposal submittal items responsive to the RFP.

**Exhibit B-1 – Cost Workbook MUST be a separate file attachment and clearly labeled.**

Proposals will not be opened by the CDCR Contract Analyst and/or the Secondary CDCR Contract Analyst until the required proposal due date and time. The **Exhibit B-1 – Cost Workbook** will not be opened by the CDCR Contract Analyst and/or the Secondary CDCR Contract Analyst until the date indicated in Section 1, Item 5 - Key Action Dates, Cost Opening.

Hard copy proposals will not be accepted for this solicitation.

## **B. WITHDRAWAL AND RESUBMISSION/MODIFICATION OF PROPOSALS**

A Bidder may withdraw its proposal at any time prior to the proposal due date and time specified in Section 1, Item 5 - Key Action Dates, by submitting a notification of withdrawal signed by the authorized personnel on their Proposal Cover Letter. The Bidder may submit a new or modified proposal prior to such proposal submission date and time. Modifications offered in any other manner, verbal or written, will not be considered. Should a Bidder submit multiple emails and no notification of withdrawal by the proposal due date and time, the CDCR will deem the last received submittal as the final to be evaluated. Final Proposals cannot be withdrawn after the date and time of the Final Submission of Proposal due date.

## **6. EVALUATION AND SELECTION PROCESS**

### **A. GENERAL**

A multiple phase process will be used to review and score proposals. Proposals that do not comply with the mandatory components listed in Phase 1 – Administrative Evaluation may be deemed non-responsive and the Bidder disqualified. The CDCR may reject any response found to be non-responsive at any state of the review. The CDCR reserves the right to modify or cancel the solicitation in its entirety at any time. Proposals will be evaluated in the following phases:

- Phase 1 – Administrative Evaluation
- Phase 2 – Technical Evaluation and Response
- Phase 3 – Demonstration/Interview
- Phase 4 – Cost Assessment

The overall responsiveness of each offer is based on the complete proposal from the Bidder to all RFP requirements. The following sections and criteria will be reviewed and assessed by the Evaluation Team.

**Table 1: Assessment Summary**

| <b>Phase 1 – Administrative Evaluation</b>                                                                                                                                                                                          |                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| <b>Category</b>                                                                                                                                                                                                                     | <b>Scoring</b> |
| RFP Proposal Cover Letter                                                                                                                                                                                                           | Pass/Fail      |
| RFP Proposal Submission Checklist                                                                                                                                                                                                   | Pass/Fail      |
| SB/DVBE Certification, if applicable                                                                                                                                                                                                | Pass/Fail      |
| Proof of active status with the California Secretary of State (Current Certificate of Status or copy of Entity Detail page from SOS Business Search); or an affidavit of good standing with the state in which the business resides | Pass/Fail      |
| Narrative Response – Mandatory Contractor Qualifications                                                                                                                                                                            | Pass/Fail      |

|                                                                        |           |
|------------------------------------------------------------------------|-----------|
| Narrative Response – Desirable Contractor Qualifications               | Pass/Fail |
| Exhibit A-2 – Business Requirements Matrix                             | Pass/Fail |
| Exhibit A-3 - Technical Requirements Matrix                            | Pass/Fail |
| Resume(s) for each proposed candidate                                  | Pass/Fail |
| Exhibit B-1 – Cost Workbook                                            | Pass/Fail |
| Attachment 1 – Staff Qualifications and Score Sheet                    | Pass/Fail |
| Attachment 2 – Reference Form                                          | Pass/Fail |
| Attachment 3 – Bidder Declaration Form (GSPD-05-105)                   | Pass/Fail |
| Attachment 4 – Payee Data Record (STD 204) and Supplemental Payee Data | Pass/Fail |
| Attachment 7 – DVBE Declarations (STD 843)                             | Pass/Fail |
| Attachment 10 – CA Civil Rights Certification                          | Pass/Fail |
| Attachment 11 – TACPA (STD 830)                                        | Pass/Fail |
| Attachment 12 – Iran Contracting Act Certification                     | Pass/Fail |
| Attachment 13 – TACPA Bidder's Summary Form (DGS PD 526)               | Pass/Fail |
| STD 1000 GenAI Reporting and Factsheet                                 | Pass/Fail |

### Phase 2 – Technical Response and Assessment

| Category                                                 | Scoring             |
|----------------------------------------------------------|---------------------|
| Narrative Response –Mandatory Contractor Qualifications  | Pass/Fail           |
| Resumes – Mandatory Key Staff Qualifications             | Pass/Fail           |
| Narrative Response – Contractor Desirable Qualifications | 60 Points           |
| Exhibit A-2 Business Requirements                        | 556 Points          |
| Exhibit A-3 Technical Requirements                       | 563 Points          |
| <b>TOTAL POSSIBLE POINTS</b>                             | <b>1,179 Points</b> |

### Phase 3 – Demonstration and/or Interview (if applicable)

| Category                       | Scoring           |
|--------------------------------|-------------------|
| Demonstration and/or Interview | 200               |
| <b>TOTAL POSSIBLE POINTS</b>   | <b>200 Points</b> |

### Phase 4 – Cost

| Category                     | Scoring           |
|------------------------------|-------------------|
| Exhibit B-1 Cost Workbook    | 624 Points        |
| <b>TOTAL POSSIBLE POINTS</b> | <b>624 Points</b> |

**Table 2: Scoring Methodology for Demonstration and/or Interviews (if applicable)**

| Demonstration and/or Interview – Possible 200 Total Points                                                                                                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Criteria                                                                                                                                                                                  |
| Ability to clearly demonstrate key capabilities; ease of use for staff and external users; intuitive navigation; accessibility features visible in practice                               |
| Demonstration reinforces and expands on written proposal; no material contradictions; ability to show required workflows and features as described; addresses State-requested focus areas |
| Demonstrated ability to support OAH's business needs, workflows, case processes, document handling, scheduling, and reporting; relevance to administrative hearing environment.           |

| Project team members' ability to articulate solution, answer questions, demonstrate subject matter expertise, and communicate clearly and professionally. |         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| Clear ability to explain implementation path, change management, user readiness, and transition support during Q&A portion.                               |         |
| Ability to respond to questions, navigate the system dynamically, and demonstrate requested elements without excessive scripted limitations.              |         |
| Scoring                                                                                                                                                   |         |
| <b>Exceeds Expectations:</b> Highly effective demonstration; exceptional clarity; system and team show strong readiness; exceeds requirements             | 90-100% |
| <b>Meets Expectations:</b> Demonstrates required capabilities; sound and credible delivery; adequately supports written proposal                          | 70-89%  |
| <b>Partially Meets:</b> Incomplete demonstration; difficulty answering questions; limited clarity or capability shown                                     | 40-69%  |
| <b>Does Not Meet:</b> Unable to demonstrate required features; major inconsistencies with proposal; lacks readiness                                       | 0-39%   |

## B. COST POINTS

Bidders responsive to Phases 1 – 3 and have had Phase 4 scored, will have their **Exhibit B-1** – Cost Workbook opened.

Bidders may achieve a maximum of **624** Cost Points (equal to 30% of the Total Possible Technical Points referenced in Table 1). Cost points will be awarded based on how close each Bidder's cost proposal is to the lowest cost proposal.

The cost points calculation shown below will be based on the total cost of the awarded agreement in **Exhibit B-1** – Cost Workbook. The CDCR reserves the right to verify all mathematical calculations.

### Cost Points Calculation

|          |                  |   |                     |   |                        |
|----------|------------------|---|---------------------|---|------------------------|
| Formula: | Lowest Cost      | X | Maximum Cost Points | = | Calculated Cost Points |
|          | Next Lowest Cost |   |                     |   |                        |

### Example Calculation: Total Possible Cost Points – 60 Points

| Bidder | Lowest Cost Combined | <u>Lowest Cost</u><br>Next Lowest Cost | X | Maximum Total Points | = | Calculated Cost Points |
|--------|----------------------|----------------------------------------|---|----------------------|---|------------------------|
| A      | \$846,000            | \$846,000/\$846,000                    | x | 60                   | = | 60                     |
| B      | \$893,000            | \$846,000/\$893,000                    | x | 57                   | = | 57                     |
| C      | \$940,000            | \$846,000/\$940,000                    | x | 54                   | = | 54                     |

**Table 3: Combined Total Summary**

| COMBINED TOTALS                                 | MAXIMUM SCORE |
|-------------------------------------------------|---------------|
| Maximum Possible Technical Points               | 1,179         |
| Maximum Possible Demonstration/Interview Points | 200           |
| Total Possible Cost Points                      | 624           |
| <b>Total Possible Combined Points</b>           | <b>2,003</b>  |

| <b>SOCIOECONOMIC PREFERENCE/INCENTIVE POINTS</b> |               |
|--------------------------------------------------|---------------|
| SB Preference 5%                                 | 100.15        |
| DVBE Incentive 1%-4%                             | 20.03 – 80.12 |
| 5% or more                                       | 100.15        |
| 4% - 4.99% (inclusive 4%)                        | 80.12         |
| 3% - 3.99% (inclusive 3%)                        | 60.09         |
| 2% - 2.99% (inclusive 2%)                        | 40.06         |
| 1% - 1.99% (inclusive 1%)                        | 20.03         |

### **C. VALIDATION OF REQUIREMENTS**

The CDCR will check each proposal in detail to determine its compliance with the proposal requirements. If a proposal fails to meet the requirements, the CDCR will determine whether the deviation is material. A material deviation will be cause for rejection of the bid. An immaterial deviation may be processed as if no deviation had occurred.

### **D. RESPONSIBLE BIDDER**

The CDCR may require Bidders to submit evidence of their qualifications. This includes, but is not limited to, the necessary number of personnel with the skills required, equipment of appropriate type and sufficient quantity, financial resources sufficient to complete performance under the agreement, and experience in similar endeavors. If such information is required, the Bidder will be notified to submit the required information. If the CDCR determines the Bidder is not responsible, the proposal will be rejected.

### **E. CLARIFYING INFORMATION**

During the Evaluation and Selection process, the CDCR may ask the Bidder to clarify conflicting information in their proposal response when compliance with the solicitation requirements cannot be determined. Clarifications provided by the Bidder may not change the original proposal submission. Missing or non-compliant proposal response information is not grounds for the CDCR to request clarification. Clarification will not be requested if the Bidder has been deemed non-compliant to other mandatory requirements. It is the responsibility of the Bidder to submit a complete, legible, and comprehensible proposal.

Failure to submit the requested written clarification within the timeframe provided by the CDCR will be grounds for proposal rejection.

### **F. ERRORS IN FINAL PROPOSALS**

An error in the final proposal may cause the rejection of the proposal; however, the CDCR may at its sole option retain the proposal and make certain corrections.

To determine if a correction is appropriate, the CDCR will consider the conformance of the proposal to the format and content required by the RFP, and any unusual complexity of the format and content required by the RFP.

If the Bidder's intent is clearly established based on review of the complete final proposal submittal, the CDCR may at its sole option correct an error based on that established intent.

The CDCR may, at its sole discretion, correct obvious clerical or arithmetic errors and discrepancies. If the total cost is calculated incorrectly, CDCR will treat the primary or weighted value (such as the per-item or per-hour rate) as the correct amount and will recalculate the total accordingly, if obviously misstated.

The CDCR may at its sole option correct errors of omission, and in the following two (2) situations, the CDCR will take the indicated actions if the Bidder's intent is not clearly established by the complete proposal:

1. If cost for an item is omitted from the cost data provided in the proposal it will be interpreted to mean that the item will be provided by the Bidder at no cost.
2. If an item is not mentioned at all in the final proposal and is essential for satisfactory performance, the proposal will be interpreted to mean that the item will be provided at no cost.

Where applicable, if the re-computations, as applied in accordance with this section, result in significant changes in the amount of money to be paid to the Bidder (if awarded the contract), the Bidder will be given the opportunity to promptly establish the grounds justifying relief from its proposal.

Bidders must carefully review the cost elements in their final proposal since they will not have the option to correct errors after the date and time for submission of the final proposal.

## **G. REJECTION OF PROPOSALS**

The CDCR may reject any or all proposals and may waive any immaterial deviation or defect in a proposal. The CDCR's waiver of any immaterial deviation or defect shall in no way modify the RFP or excuse the Bidder from full compliance with the RFP specifications, if awarded the contract.

## **H. DRAFT PROPOSALS**

If the CDCR determines that proposals from all Bidders contain material deviations, the CDCR may declare final proposals to be draft proposals. Bidders may not protest the CDCR's determination that all proposals have material deviations. If all proposals are declared noncompliant, the CDCR may issue an addendum to the RFP. Should this occur, confidential discussions will be held with Bidders who are interested in continuing to participate in the bidding process. Verbal statements made by either party during confidential discussions shall not be binding. Each Bidder will be notified of the due date for the submission of a new final proposal. This submission must conform to the requirements of the original RFP and, if applicable, any subsequent addenda. The new final proposals will be evaluated in accordance with Section 2, Item 6 - Evaluation and Award.

## **7. COST OPENING**

Proposals received by the due date and time and have met the required administrative and technical scoring requirements, including the demonstration and/or interviews (if applicable), will have their **Exhibit B-1** – Cost Workbook opened and reviewed by the CDCR Contract Analyst and/or Secondary CDCR Contract Analyst.

Following the cost opening, the CDCR will conduct the final phase of the evaluation and selection process.

## **8. NOTICE OF INTENT TO AWARD**

Award, if made, will be in accordance with Section 2, Item 6 - Evaluation and Award, to a responsible Bidder whose final proposal complies with all the requirements of the RFP and any addendum thereto, except for such immaterial defects as may be waived by the CDCR.

The CDCR will notify in writing the Notice of Intent to Award to all Bidders who submitted a proposal.

## **9. DEBRIEFING**

A debriefing may be held after contract award at the request of any Bidder. The discussion will be based primarily on the administrative, technical, and cost evaluations of the Bidder's final proposal. A debriefing is not the forum to challenge the RFP specifications or requirements.

The CDCR Contract Analyst and/or Secondary CDCR Contract Analyst will work with the CDCR Technical Evaluation Team to determine which sections of the RFP Evaluation Workbook will be shared with the requesting Bidder.

## **SECTION 3 – PROPOSAL SUBMITTAL ITEMS**

### **1. PROPOSAL SUBMISSION DESIGNATIONS**

#### **A. MANDATORY REQUIREMENTS**

All items within this RFP labeled mandatory (M) pass/fail (P/F) are non-negotiable. By signing the Proposal Cover Letter and submission of a proposal, the Bidder agrees to all mandatory RFP requirements. If a Bidder submits both the required Contractor Qualifications narrative and the Contractor Approach narrative, the Bidder will receive a "Pass" for the Administrative Requirement, and the proposal will advance to the next phase for evaluation of the contractor mandatory qualifications (MQs). Proposals determined to have met all mandatory MQs will proceed to the technical assessment and scoring phase.

#### **B. NON-MANDATORY REQUIREMENTS**

The RFP may include non-mandatory (NM) requirements related to contract performance elements identified as scored (S) requirements. Bidders are not required to comply with these requirements to remain responsive to the RFP. However, any Bidder who meets the applicable desirable requirements and provides the required documentation, as outlined in the relevant section, will receive scoring consideration identified in Section 2, Item 6 – Evaluation and Award.

#### **C. SCORED REQUIREMENTS**

The RFP may include both mandatory and non-mandatory scored requirements. Mandatory scored or mandatory P/F requirements are non-negotiable. Mandatory and non-mandatory scored items will achieve points as identified in Section 2, Item 6 - Evaluation and Award, **Exhibit A-2** Business Requirements, and **Exhibit A-3** Technical Requirements.

## **2. ADMINISTRATIVE REQUIRED DOCUMENTATION**

Administrative proposal submission items are included as part of this RFP. If Bidder is unable to download an electronic document, contact the CDCR Contract Analyst and Secondary CDCR Contract Analyst to request the document. All Administrative requirements will be labeled/scored as (M)(P/F).

*(Note: Some attachments as noted below in Section 3, Item 7. Attachments may not be applicable, therefore, may not be included, and the CDCR may not list all 13 Attachments.)*

### **A. PROPOSAL COVER LETTER (M)(P/F)**

All Bidders must provide a signed Proposal Cover Letter to include the Contractor name, Small Business (SB)/Disabled Veteran Business Enterprise (DVBE) certification number (if applicable), Federal Employer ID No. (EIN), mailing address, telephone number, email address, and name and title of the Contractor's signatory who is authorized to bind the bidding firm contractually. An unsigned Proposal Cover Letter shall cause the proposal to be rejected.

By signing the Proposal Cover Letter and submitting a proposal, Bidder is agreeing to accept all of the terms and conditions of the IT General Provisions without addition or modification and to comply with all applicable statutes, rules, regulations, and orders of the State of California.

### **B. PROPOSAL SUBMISSION CHECKLIST (M)(P/F)**

Bidders shall include all documents and attachments as required in the Proposal Submission Checklist. Documents should be provided in the same order as listed in the checklist.

### **C. SB/DVBE CERTIFICATION (M)(P/F)**

If the Bidder is currently a California SB and/or DVBE certified by DGS Office of Small Business and DVBE Services (OSDS), a copy of the certification or the approval letter issued by DGS OSDS must be included with the proposal submission.

### **D. SECRETARY OF STATE (M)(P/F)**

Bidders are required to provide, if a corporation or limited liability company, a copy of the Contractor's Secretary of State (SOS) certification or letter from the SOS; or a valid California city or county business license (if applicable); or, if not a California business, an affidavit that the business is in good standing with the state in which the business resides.

If applicable, SOS certification must be approved and in "Active" status prior to agreement award.

**E. MANDATORY CONTRACTOR QUALIFICATIONS NARRATIVE STATEMENT (M)(P/F)**

Bidders must submit a narrative statement titled "Contractor Qualifications" outlining their qualifications as specified in the mandatory qualifications of the **Exhibit A** - Statement of Work and must include the total number of years the Bidder has been in business performing services as described. This document is required as part of the Bidder's proposal and will be evaluated during Phase 2, Technical Evaluation and Response.

**F. CONTRACTOR DESIRABLE QUALIFICATIONS NARRATIVE STATEMENT (NM)(S)**

Bidders may provide a narrative statement titled "Contractor Desirable Qualifications" detailing how the Bidder meets any of the desirable qualifications as outlined in **Exhibit A** - Statement of Work. Each proposal that meets a desirable qualification will be scored up to the allowable maximum points assigned based on the scoring criteria identified in Section 2, Item 6 - Evaluation and Award. Contractors or Contractor Staff/Consultants who do not meet a desirable qualification will receive zero (0) points for that item.

**G. RESUMES (M)(P/F)**

Bidders must submit resumes for each proposed Candidate(s). Resumes must document years of experience in performing the services as described in **Exhibit A** - Statement of Work. Descriptions must include the company/project name and start and end dates that relate to the specific experience of the proposed Candidate(s). Assessment will be based on the breadth, duration, and successful achievement of an individual.

**H. REFERENCES (M)(P/F)**

Bidders must submit three (3) client references for the Contractor **and** three (3) client references for each proposed candidate(s) from prior Agreements similar in size and scope. Complete **Attachment 2**, Reference Form, for each reference to include a contact person, phone number, and e-mail address. Reference descriptions must include the department/project name that relates to the experience. The CDCR may contact referenced organizations when reviewing an offer to verify the information provided. A reference must be external to a Contractor's organization and corporate structure.

**I. BIDDER DECLARATION FORM (M)(P/F)**

All Bidders must complete the **Attachment 3** - Bidder Declaration Form (GSPD-05-105), and include it with the proposal response. When completing the declaration, Bidders must identify all subcontractors proposed for participation in the contract. Bidders awarded an agreement are contractually obligated to use the subcontractors for the corresponding work identified unless the CDCR agrees to a substitution.

If a Bidder proposes the use of a subcontractor for a portion of the agreement, the Bidder agrees that all requirements will be adhered to and that requirements will apply to subcontractors. All subcontractors must comply fully with the administrative and technical requirements that are applicable with the portion of the work being delegated to the subcontractor.

The maximum amount of Subcontracting shall not exceed 40 percent. If the amount of Subcontracting exceeds 40 percent, the responding Bidder must include a letter of explanation which clearly defines the need for further subcontracting. Any offer or quote submission that is received by the CDCR that indicates more than 40 percent subcontracting, as noted on the Bidder Declaration GSPD-05-105, and does not include a letter of explanation, will be deemed non-responsive by the CDCR Administrative Evaluation Team, and subsequently disqualified from further evaluation of the proposal. In addition, the CDCR Evaluation Team will be the final determining body that approves any subcontracting of more than 40 percent as indicated on the **Attachment 3** - Bidder Declaration Form GSPD-05-105, and that is also accompanied by the Bidder's letter of explanation.

#### **J. PAYEE DATA RECORD / SUPPLEMENTAL PAYEE DATA RECORD (M)(P/F)**

To be awarded this agreement, the Bidder is required to complete, sign, return both the **Attachment 4** - Payee Data Record (STD 204) and the Supplemental Payee Data Record with their proposal response.

#### **K. DVBE DECLARATION FORM (NM)(S)**

Bidders and any subcontractors who have been certified as a DVBE (or who are proposing rental equipment and have obtained the participation of subcontractors certified by California as a DVBE) must also submit a completed **Attachment 7** - Disabled Veteran Business Enterprise Declaration Form DGS PD 843.

All disabled veteran owners and disabled veteran managers of the DVBE(s) must sign the form. The completed form must be included with the response.

#### **L. CALIFORNIA CIVIL RIGHTS LAWS CERTIFICATION (M)(P/F)**

Pursuant to PCC § 2010, any Bidder entering into or renewing an agreement over \$100,000 on or after January 1, 2017, shall certify all the following:

That they comply with the Unruh Civil Rights Act (§ 51 of the Civil Code). That they comply with the California Fair Employment and Housing Act (FEHA) (Chapter 7 (commencing with § 12960) of Part 2.8 of Division 3 of Title 2 of the Government Code).

1. That any policy that they have against any sovereign nation or peoples recognized by the government of the United States, including, but not limited to, the nation and people of Israel, is not used to discriminate in violation of the Unruh Civil Rights Act (§ 51 of the Civil Code) or the FEHA (Chapter 7 (commencing with § 12960) of Part 2.8 of Division 3 of Title 2 of the Government Code).
2. Any policy adopted by a person or actions taken thereunder that are reasonably necessary to comply with federal or state sanctions or laws affecting sovereign nations, or their nationals shall not be construed as unlawful discrimination in violation of the Unruh Civil Rights Act (§ 51 of the Civil Code) or the FEHA (Chapter 7 (commencing with § 12960) of Part 2.8 of Division 3 of Title 2 of the Government Code).

Bidders are required to submit the **Attachment 10** - California Civil Rights Laws Certification Form, with the proposal response. Failure to submit this form may result in the proposal being considered non-responsive.

#### **M. EXHIBIT B-1 COST WORKBOOK (M)(S)**

Bidders must complete the **Exhibit B-1** – Cost Workbook in its entirety and signed by an individual who is authorized to contractually bind the Bidder.

#### **N. TARGET AREA CONTRACT PREFERENCE ACT (TACPA) PREFERENCE (NM)(S)**

This solicitation provides for the optional TACPA preference. Bidders are not required to apply for this preference. Denial of the TACPA preference request will not be grounds for proposal rejection.

TACPA workplace and workforce preferences will be considered in the evaluation. California-based businesses seeking TACPA preferences must complete and submit the required **Attachment 11** – TACPA Request Form (STD 830) with their proposal. Please refer to the [Request Target Area Contract Preference](#) webpage for the necessary forms and to use the interactive map to determine whether your business is located within a qualified TACPA zone.

The **Attachment 13** – TACPA Bidders Summary Form (DGS PD 526) must report the projected contract labor hours for each contract activity specified on the form and signed by the Bidder. This form must accompany the **Attachment 11** – TACPA Request Form (STD 830).

By submitting TACPA forms, a bidder given a TACPA preference agrees to the TACPA contract provisions required by GC § 4535 and provided in § 1896.40 of Title 2 of the California Code of Regulations (CCR) in addition to requirements specified on the TACPA form STD 830.

If awarded, contracts applying TACPA will incorporate by reference the provisions in § 2 CCR 1896.40. The CDCR reserves the right to verify, validate, and clarify all information provided in the TACPA preference application. Any questions regarding the TACPA preference should be directed to [TACPA@dgs.ca.gov](mailto:TACPA@dgs.ca.gov).

#### **O. IRAN CONTRACTING ACT (M)(P/F)**

Bidder must either a) certify it is not on the current list of persons engaged in investment activities in Iran created by DGS pursuant to PCC 2203(b) and is not a financial institution extending \$20 million or more in credit to another person/vendor, for 45 days or more, if that other person/vendor will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of person engaged in investment activities in Iran created by DGS; or b) demonstrate it has been exempted from the certification requirement pursuant to PCC section 2203(c) or (d).

The DGS list of entities prohibited from contracting with public entities in California in accordance with the Iranian Contracting Act, 2010, can be found at [DGS Iran Contracting Act Ineligibility List](#)

Bidders are required to submit the **Attachment 12** - Iran Contracting Act Certification, with the proposal response. Failure to submit this form may result in the proposal being considered non-responsive.

### 3. TECHNICAL REQUIREMENTS (M)(S)

The Bidder must include all required technical proposal submission items in their proposal. All mandatory technical requirements outlined in the **Exhibit A** - Statement of Work, **Exhibit A-2** – Business Requirements, and **Exhibit A-3** Technical Requirements must be addressed and completed by either the required Narrative Response – Mandatory Contractor Qualifications, Narrative Response – Desirable Contractor Qualifications, and a completed **Exhibit A-2** – Business Requirements, and **Exhibit A-3** Technical Requirements. These items will be evaluated and scored in accordance with Section 2, Item 6 - Evaluation and Award.

### 4. SOCIOECONOMIC PREFERENCE AND INCENTIVE PROGRAMS (NM)(S)

This solicitation may include the following socioeconomic programs:

- a. Disabled Veteran Business Enterprise (DVBE) Program Requirements and Incentive
- b. Small Business Preference
- c. Non-Small Business Subcontractor Preference
- d. Target Area Contract Preference Act (TACPA) Preference

Preference and Incentive Programs are identified below. When the Bidder satisfies the requirements and requests bid preferences and/or incentives, the Bidder must complete the applicable attachments to be considered for the incentive or preference. To be considered responsive, the following documentation must be included in the proposal response:

**Attachment 3** - Bidder Declaration Form (GSPD-05-105)

**Attachment 7** - DVBE Declaration Form (DGS PD 843)

**Attachment 11** – TACPA Request Form (STD 830)

**Attachment 13** – TACPA Bidder's Summary Form (DGS PD 526)

The total amount of preferences and incentives a bidder can receive is 15% of the lowest net bid amount or \$100,000.00, whichever is less for low bid.

#### A. Disabled Veteran Business Enterprise (DVBE) Program Requirements

For purposes of this solicitation, the DVBE Requirement has been exempted.

#### B. DVBE Incentive

Pursuant to Military and Veterans Code § 999.5, subdivision (a), a bid incentive of one percent to five percent (1% - 5%) will be applied for DVBE participation regardless of whether the DVBE Participation Requirement is exempted. A Bidder is eligible to receive the DVBE incentive if they are a certified DVBE or if a non DVBE Bidder commits to use a certified DVBE(s) as subcontractor(s). To be considered for the incentive, Bidder must complete and return the **Attachment 7** - DVBE Declaration Form STD 843. The participation incentive amounts are shown in Table 4 of Section 2, 6. Evaluation and Award.

At the CDCR's option and upon request, a Bidder working with DVBE subcontractors shall submit proof of its commitment by submitting a written confirmation from the DVBE(s) identified as a subcontractor(s) on the **Attachment 3** - Bidder Declaration Form (GSPD-05-105). When requested, the written confirmation must be submitted via email within the timeframe identified in the notification. Failure to submit the written confirmation as specified may be grounds for bid rejection.

### C. Small Business Preference

The following information shall apply to both Small Businesses (SBs) and Microbusinesses (MBs).

A five percent (5%) scoring preference is available to Bidders certified a small business and microbusiness in accordance with Government Code (GC) § 14835 et seq. Bidders claiming the small business preference must be certified by DGS Office of Small Business and DVBE Services (OSDS) as a small business. Completed certification applications and required support documents must be submitted to the OSDS no later than 5:00 p.m. PST on the proposal due date, and the OSDS must be able to approve the application as submitted.

When a non-SB Proposer earns the highest evaluated score, the SB preference increases the score of SB and MB Bidders by adding five percent (5%) of the points earned by that non-SB Bidder. Note: If there is a tie for the highest score between a certified SB or MB Bidder and a certified DVBE Bidder that is also a SB or MB, the contract shall be awarded to the DVBE Bidder; if there is a tie for the highest score between a certified SB Bidder and a certified DVBE Bidder, the contract shall be awarded pursuant to Government Code Section 14838.

If a Bidder is eligible for the preference program, the **Attachment 3** - Bidder Declaration (GSPD-05-105) form must be completed accordingly and included in the proposal submission along with SB/MB certification.

### D. Non-Small Business Subcontractor Preference

A five percent (5%) bid preference is available to a non-small business claiming 25% California Certified small business subcontractor participation.

### E. SB/DVBE Reporting Requirements

If the Contractor made a commitment to achieve SB participation, the CDCR requires the Contractor, upon completion of this Contract, (or within such other period as may be specified elsewhere in the Contract) to report the actual percentage of SB participation that was achieved. (GC § 14841).

If the Contractor made a commitment to achieve the DVBE participation goal, then, pursuant to MVC § 999.5, subdivision (d), upon completion of the Contract, the CDCR requires Contractor to certify using the **STD 817** - Prime Contractor's Certification – DVBE Subcontractor Report.

Until Contractor complies with the DVBE reporting requirement above, the CDCR will withhold \$10,000 from the final payment, or the full final payment if less than \$10,000. Refer to Section 19, "Small Business (SB) Participation & Disabled Veteran Business Enterprise (DVBE) Participation Reporting Requirements" of the IT General Provisions applicable to this solicitation for specific regulatory requirements.

#### **F. DVBE Subcontractor Substitution**

The Bidder understands and agrees that should award of this contract be based in part on their commitment to use the DVBE subcontractor(s) identified in their proposal, per MCV § 999.5 (e), a DVBE subcontractor may only be replaced by another DVBE subcontractor and must be approved by the CDCR. Changes to the scope of work that impact the DVBE subcontractor(s) identified in the proposal and approved DVBE substitutions will be documented by contract amendment. Failure of Contractor to seek substitution and adhere to the DVBE participation level identified in the proposal may be cause for contract termination, recovery of damages under rights and remedies due to the State, and penalties as outlined in MVC § 999.9; Public Contract Code (PCC) § 10115.10.

#### **G. Commercially Useful Function (CUF)**

Suppliers, whether the Bidder or a subcontractor, who have a California certification for one (1) or more of the socio-economic programs (i.e., small business or DVBE), must perform a Commercially Useful Function (CUF) in the resulting contract. CUF is defined in the MVC § 999(b)(5)(B) for DVBEs and in the GC § 14837(d)(4)(A) for small business as consisting of all the following:

- a. Responsibility for the execution of a distinct element of the work
- b. Actually performing, managing, or supervising the work
- c. Performing work that is normal for its business services and functions
- d. Not further subcontracting work that is greater than expected by normal industry standards
- e. Responsible, with respect to any products, inventories, materials, and supplies required for the contract, for negotiating price, determining quality and quantity, ordering, installing (if applicable), and making payment

Bidders claiming participation in one (1) or more of the socioeconomic programs will have their submissions evaluated by the CDCR in compliance with CUF regulations. At the CDCR's option, Bidders may be required to submit additional written clarifying information regarding CUF. Failure to submit the requested written information, as specified, may be grounds for rejection of the bid.

### **5. GENERATIVE ARTIFICIAL INTELLIGENCE (GenAI)**

Government Code 11549.64 defines "GenAI" as an artificial intelligence system that can generate derived synthetic content, including text, images, video, and audio that emulates the structure and characteristics of the system's training data."

The State of California seeks to realize the potential benefits of GenAI, through the development and deployment of GenAI, while balancing the risks of these technologies. Bidder must notify the CDCR in writing if it: (1) intends to provide GenAI as a deliverable to the State;

or (2) intends to utilize GenAI, including GenAI from third parties, to complete all or a portion of any deliverable that materially impacts: (i) functionality of a State system, (ii) risk to the State, or (iii) Contract performance. For avoidance of doubt, the term "materially impacts" shall have the meaning set forth in State Administrative Manual (SAM) 4986.2.

Failure to report GenAI to the CDCR may result in disqualification. The CDCR reserves its right to seek any and all relief it may be entitled to as a result of such non-disclosure. All Bidders must complete and submit the **STD 1000** GenAI Reporting and Factsheet form as part of their proposal.

Upon notification by a Bidder of GenAI as required, the CDCR reserves the right to incorporate GenAI Special Provisions into the final contract or reject bids/offers that present an unacceptable level of risk to the CDCR.

## 6. OTHER REQUIREMENTS

The awarded Contractor shall be required to complete the following once an Intent to Award Notice is issued. **Do not submit the following with a proposal response.**

a. **Attachment 6** - Confidentiality Statement and Non-Disclosure Agreement

b. A copy of a Liability Insurance Certificate.

The Contractor must furnish to the CDCR a certificate of insurance stating that there is liability insurance presently in effect for the Contractor of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury and property damage liability. The certification of insurance must include the following provisions:

- 1) The insurer will not cancel the insured's coverage without 30 calendar days' prior written notice to the CDCR.
- 2) The State of California, CDCR is included as additional insured.

c. Proof of Workers' Compensation Insurance.

The Contractor shall furnish to the CDCR a certificate of insurance stating that there is Workers' Compensation insurance on all employees engaged in the performance of this contract. The certificate of insurance must include the provision that the insurer will not cancel the insured's coverage without 30 calendar days' prior written notice to the CDCR.

d. Additional Insurance Requirements (if applicable)

Refer to **Exhibit D** – CDCR Special Provisions.

## 7. ATTACHMENTS

The following list identifies the applicable documents and attachments for this solicitation and are hereby incorporated into this RFP.

| Reference     | Document Name                                           |
|---------------|---------------------------------------------------------|
|               | RFP Proposal Cover Letter                               |
|               | RFP Proposal Submission Checklist                       |
| Exhibit A     | Statement of Work                                       |
| Exhibit A-1   | Work Authorization Form                                 |
| Exhibit A-2   | Business Requirements                                   |
| Exhibit A-3   | Technical Requirements                                  |
| Exhibit B     | Budget Detail and Payment Provisions                    |
| Exhibit B-1   | Cost Workbook                                           |
| Exhibit C     | IT General Provisions                                   |
| Exhibit D     | CDCR Special Provisions                                 |
| Attachment 1  | Qualifications and Score Sheet                          |
| Attachment 2  | Reference Form                                          |
| Attachment 3  | Bidder Declaration Form (GSPD-05-105)                   |
| Attachment 4  | Payee Data Record (STD 204) and Supplemental Payee Data |
| Attachment 6  | Confidentiality and Non-Disclosure Agreement            |
| Attachment 7  | DVBE Declarations (STD 843)                             |
| Attachment 8  | Task Expectation Document (TED)                         |
| Attachment 9  | Task Acceptance Document (TAD)                          |
| Attachment 10 | California Civil Rights Laws Certification              |
| Attachment 11 | TACPA (STD 830)                                         |
| Attachment 12 | Iran Contracting Act Certification                      |
| Attachment 13 | TACPA Bidder's Summary Form (DGS PD 526)                |
| CDCR 2189     | Incarcerated/Paroled Relative or Associate Notification |
| CDCR 2301     | PREA Policy Information for Volunteers and Contractors  |
| STD 1000      | GenAI Reporting and Factsheet                           |

END OF SECTION