



Department of Forestry and Fire Protection (CAL FIRE)
Information Technology Services
RFQ-ITS 26-0044 HR Grievance Tracking System Refresh Project
August 2026

**REQUEST FOR QUOTE
FOR INFORMATION TECHNOLOGY SERVICES**

RFQ-ITS #: 26-0044

For (IT Services): HR Grievance Tracking System Refresh Project

For (Division): Management Services

Release Date: August 31st, 2026
Due Date: October 2nd, 2026 by 2:00 PM Pacific Time (PT)

California Department of Forestry and Fire Protection (CAL FIRE) is inviting you to review and respond to this Request for Quote for Information Technology Services (RFQ-ITS), entitled RFQ-ITS 26-0044 HR Grievance Tracking System Refresh Project, hereby referred to as RFQ-ITS. To participate in this RFQ-ITS, you must comply with the instructions contained in this document as well as the requirements stated in CAL FIRE's Scope of Work (SOW), Exhibits, and Attachments (CAL FIRE may add additional Exhibits or Attachments as needed). By submitting a bid, your firm agrees to the terms and conditions stated in this RFQ-ITS.

All Bidders must adhere to the Key Action Dates and Times set forth below. The Key Action Dates and Times may be adjusted by issuance of addenda by CAL FIRE as conditions warrant. Responses must comply with the instructions found herein. Failure to comply with any of the requirements may cause the Responses to be deemed as "non-responsive."

Read the attached document carefully. The RFQ-ITS due date is October 2nd, 2026 by 2:00 PM PT. Responses to this RFQ-ITS, and any required copies must be submitted by E-mail only clearly labeled to the department contact noted below.

CONTACT INFORMATION:

CAL FIRE Procurement Official: Chuck Jackson-Kirkpatrick
Phone: (279) 220-5639
E-mail address: Charles.Jackson-Kirkpatrick@fire.ca.gov

RFQ SUBMITTAL:

California Department of Forestry and Fire Protection
Information Technology Services – Administration & Planning
Submit by E-Mail Only
E-mail address: Charles.Jackson-Kirkpatrick@fire.ca.gov



Department of Forestry and Fire Protection (CAL FIRE)
Information Technology Services
RFQ-ITS 26-0044 HR Grievance Tracking System Refresh Project
August 2026

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A. General Information

1. Background and Purpose

Public unions and employees may file grievances against an employer of alleged bargaining unit (BU) contract violations and may file complaints for other alleged violations. Grievances and complaints can go through multiple “levels” of filing and appeal and multiple levels of response. These levels may include the local (Program or Unit), Region, Director/Department, and California Department of Human Resources (CalHR) levels. Additionally, a grievance may be appealed to arbitration and/or other dispute resolution processes.

The CAL FIRE Labor Relations Office (LRO) needs a software program where grievances/complaints at all levels can be uploaded, accessed, viewed, and edited for every level of review. We also need the ability to run various reports on all data entered into the system, e.g., how many grievances are currently at the Department level, how many grievances were filed on the BU 8 Vacation provision, which grievances are being held in abeyance, are we receiving more or less grievances than last year, etc.

We need control over who has access to the software, and we need various levels of access within the software. For example, some users may only enter, read and access grievances to which they’ve responded to, and/or up to a certain level of review. Some users will need master access, and the ability to enter, read, edit and access all information in the software. We also have very specific fields/information we need to be able to enter in this software at each level, and generally within the software.

The purpose of this Agreement is to obtain professional services on a time-and-materials basis for the design, development, testing, and deployment of a software solution that manages public employee grievances and complaints across multiple levels of review. The Contractor will work collaboratively with the LRO to build a configurable, secure, and data-driven system that supports intake, tracking, reporting, and analysis.

2. Key Dates

Bidders are advised of the key dates and times shown below and are required to adhere to them due to time constraints:

KEY ACTION DATES & TIMES

Key Action Dates	Date	Time
1. Release of RFQ-ITS 26-0044	08/31/26	
2. Bidder’s submission of written questions	09/08/26	2:00 PM PT
3. CAL FIRE’s response to written questions	09/18/26	5:00 PM PT
4. Submission of Bids (by date and time)	10/02/26	2:00 PM PT
5. Bid Evaluations	TBD	
6. Contract Award	TBD	



Submissions for the RFQ-ITS must be sent through email and should be received by the Due Date & Time specified in the Key Action Dates section above.

The E-mail time stamp will be used as the official receipt of the RFQ-ITS response and must be before the date and time listed in the Key Action Dates above.

If the e-mail time stamp shows received after the RFQ-ITS Offer Submission Due Date & Time, the RFQ-ITS response will be considered a material deviation and not accepted.

B. RFQ-ITS Written Questions

All questions related to this RFQ-ITS must be submitted by email to the Procurement Contact stated on page 1. Any questions received after the due date and time will not be accepted. CAL FIRE may seek clarification for any question received. Questions submitted other than by e-mail will not be accepted.

When CAL FIRE has completed its review of the questions, all the Questions and Answers (Q&A) will be sent by e-mail to all Bidders.

If a bidder wishes to participate in the RFQ-ITS, they can do so even after the question-and-answer period has ended. However, they will have to depend exclusively on the question-and-answer document that has already been published.

RFQ-ITS Question Requirements

1. RFQ-ITS Number
2. Company Name
3. Company's Contact Name
4. Email Address
5. Telephone Number
6. Identification of the applicable RFQ-ITS section
7. Description of the question, concern, discrepancy, error, or issue
8. Additional information relevant for CAL FIRE to identify the specific issue or problem.

C. RFQ-ITS Response Guidelines

This RFQ-ITS and the Bidder's Response to this document will be made part of the contract. Responses to this RFQ-ITS must contain all data/information requested and must conform to the format described in this RFQ-ITS. It is the Bidder's responsibility to provide all required data and any other information deemed necessary for CAL FIRE's evaluation team to determine and verify the bidder's ability to perform the tasks and activities defined in the Scope of Work. CAL FIRE will review all responses to this RFQ-ITS for all administrative requirements as stated in this document, and if determined to have material deviation, this will be documented in the procurement file and the offer will not be included in the evaluation.



Exhibit A and all other Exhibits can only be changed by CAL FIRE.

The Bidder must adhere to the following when submitting a response to the RFQ-ITS:

1. The response must have page numbers located at the bottom of each page.
2. Exhibit C - Cost Worksheet must be submitted as a separate Excel spreadsheet from the response. If any cost is incorporated in the Contractor's technical response, this will be considered a material deviation, and the response may be rejected.

D. Confidentiality

In response to this RFQ, CAL FIRE will not accept documentation that is marked "Confidential" or "Proprietary." All documents submitted are the property of CAL FIRE for the State of California. All documents are subject to review by, or release to the public under the California Public Records Act (CPRA), Government Code sections 7920.000, et seq.

E. RFQ-ITS Response Content

The following shall be submitted in the RFQ-ITS response, unless otherwise stated below, in the order specified below. CAL FIRE will review each document for completeness as pass or fail. RFQ-ITS responses that fail to follow this format may be deemed non-responsive and rejected.

a. EXHIBIT C, Cost Worksheet

Bidder must complete the Cost Worksheet that identifies total cost in accordance to Exhibit C - Cost Worksheet and submit with their response as a separate Excel spreadsheet. All line items must have costs evaluated. To Be Determined (TBD) costs may disqualify the offer.

b. Response to Exhibit A - Scope of Work

The Bidder shall provide a response to the Scope of Work (SOW) stating how the Bidder will accomplish the requirements outlined in the SOW and related material.

The Bidder's response to Exhibit A - Scope of Work will be assessed for responsiveness to requirements. The Bidder's response must map each task item back to the Scope of Work. The response must include any additional information that the Bidder deems necessary to explain how the Bidder intends to meet CAL FIRE's requirements. The Bidder's response must contain the following as applicable:

- i. Overview of the required tasks and outcomes,
- ii. Description of how the tasks will be performed,
- iii. Work plan for each task, including sub-task description, including due date for each deliverable,



- iv. How the Bidder has demonstrated their ability to provide services for three similar projects using Attachment 3 - Customer Reference Form.
- v. Any other requirements shown in CAL FIRE's Scope of Work document.

c. Attachment 1, Cover Letter

Bidder shall complete and have signed by the individual authorized to bind the company contractually acknowledging that they agree to all the terms and conditions set forth in this RFQ-ITS. See Attachment 1.

d. Attachment 2, Payee Data Record (STD 204) and optional (STD 205)

A STD 204 shall be completed and signed by an appropriate and authorized individual.

STD 204 can be obtained through link listed below.

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

Required if Bidder's remittance address is different than the mailing address on the STD 204, complete and submit the Payee Data Record Supplement Form, STD 205 if applicable.

[STD 205 Payee Data Record Supplement](#)

e. Attachment 3, Customer Reference Form

The Bidder shall submit a minimum of three (3) references to validate experience providing services for customer projects with similar scope, schedule, and resources to this project.

The Bidder shall complete an Attachment 3 - Customer Reference Form for each reference. The description of each project must be detailed and comprehensive enough to permit CAL FIRE to assess the similarity of the projects to the work anticipated in the award of a resulting Agreement.

CAL FIRE reserves the right to contact customer references post-submission to verify the information submitted by the Bidder. Consequently, it is advisable for the bidder to verify the accuracy of their referenced customers' contact details on Attachment 3 and confirm their availability during the period when CAL FIRE will be conducting reference validation.

f. Attachment 4, Confidentiality Statement

Bidder shall complete and sign Attachment 4 - Confidentiality Statement.

g. Attachment 5, Bidder Declaration (GSPD-05-105)

Bidder shall complete Attachment 5 – Bidder Declaration. When completing the Bidder Declaration, all subcontractors proposed for participation in the contract must be identified. See link below:

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

h. Attachment 6, Commercial Useful Function (CUF) Evaluation Form

Bidders claiming SB/DVBE status shall complete the CUF form. CUF is defined pursuant to [MVC section 999\(b\)\(5\)\(B\)](#) and [Government Code section](#)



[14837\(d\)\(4\)\(A\)](#) for the DVBE and SB programs, respectively. See Attachment 6 or see link below:

<https://www.documents.dgs.ca.gov/dgs/fmc/dgs/OBAS201.pdf>

i. **Attachment 7, Disabled Veteran Business Enterprise Declarations (STD 843)**

Bidders claiming DVBE status shall complete the DVBE Declaration form. See Attachment 7 or see link below:

https://www.documents.dgs.ca.gov/dgs/fmc/gs/pd/pd_843.pdf

j. **Attachment 8, UNRUH/FHEA, California Civil Rights Laws Certification**

Pursuant to [PCC § 2010](#), a person that submits a bid or proposal or otherwise proposes to enter into or renew a contract with, a state agency with respect to any contract in the amount of one hundred thousand dollars (\$100,000) or more shall certify, under penalty of perjury, at the time the bid or proposal is submitted, or the contract is renewed must complete Attachment 8. See link below.

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

k. **Attachment 9, Iran Contracting Act Verification Form**

If the bid amount is one million dollars (\$1,000,000.00) or more, the Bidder must submit the Iran Contracting Act Verification Form with bid response. See link below.

https://www.dgs.ca.gov/-/media/Divisions/PD/PTCS/OPPL/SCM/Iran_Contracting_Act_Verification_Form.pdf

l. **Attachment 10, Resumes**

Bidders must submit resumes for all staff proposed to work on the contract as Attachment 10.

F. Administrative Information

a. **RFQ-ITS and Bidder's Response**

The RFQ-ITS and Bidder's response will be incorporated by reference into the resulting contract.

b. **Tiebreaker**

In the event of a tie between highest scoring Bidders, a coin toss shall be conducted in the presence of witnesses. Bidders will be invited to witness the coin toss, in addition CAL FIRE staff witnesses will also be present.

Note: In the event of a precise tie between the bid of a certified SB and the bid of a certified DVBE that is also a SB, the award shall go to the DVBE that is also a SB. (Reference Government Code, Section [14838 \(g\)](#)). After application of the SB preference, in the event of a precise tie: the award shall first go to a certified SB, secondly to a non-SB using eligible SB subcontracting, last to a bid not eligible for the SB preference.

c. **Public Records Act (PRA) Requests**



Upon award, all documents submitted in response to this RFQ-ITS will become the property of the State of California and will be regarded as public records under the CPRA ([GC § 7920.000 et. seq.](#)) and subject to review by the public.

d. Prime Contractor's DVBE Subcontracting Reporting Requirements

Military and Veteran Code ([MVC](#) [999.5\(d\)](#), [999.7](#) and [GC 14841](#), and California Code of Regulations ([CCR](#) [1896.78\(e\)](#)) requires all Prime Contractors that had a Disabled Veteran Business Enterprise (DVBE) firm perform any element of work for a contract to report DVBE information.

e. Plastic Trash Bag Certification Violations

[Public Resources Code §42290 et seq.](#) prohibits CAL FIRE from contracting with any supplier, manufacturer, or wholesaler, and any of its divisions, subsidiaries, or successors that have been determined to be noncompliant to the recycled content plastic trash bag certification requirements. This includes award of a state contract or subcontract or renewal, extension, or modification of an existing contract or subcontract. Prior to award CAL FIRE shall ascertain if the intended awardee or proposed subcontractor is a business identified on the current CalRecycle noncompliant list(s). In the event of any doubt of the status or identity of the business in violation, CAL FIRE will notify the Board of the proposed award and afford the Board the opportunity to advise CAL FIRE. No award will be made when either the bidder or a subcontractor has been identified either by published list or by advice from the Board, to be in violation of certification requirements.

f. GC 12990 and Non-Discrimination:

Any employer who wishes to contract with CAL FIRE for goods or services is subject to the provisions of [GC 12990](#) relating to discrimination in employment. Contractors that do not meet the provisions of GC 12990 are not eligible to contract with CAL FIRE. Ineligible Contractors are found in the California Regulatory Notice Register. To access the California Regulatory Notice Register, see link below: https://oal.ca.gov/publications/notice_register/

g. Executive Order N-6-22 – Russia Sanctions

On March 4, 2022, Governor Gavin Newsom issued [Executive Order N-6-22](#) (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. "Economic Sanctions" refers to sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law. By submitting a bid or proposal, Contractor represents that it is not a target of Economic Sanctions. Should CAL FIRE determine Contractor is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for rejection of the Contractor's bid/proposal any time prior to contract execution, or, if determined after contract execution, shall be grounds for termination by CAL FIRE.

h. Security and Data Protection Requirements

CAL FIRE must ensure agreements with state and non-state entities include provisions which protect and minimize risk to the state when engaging in the development, use, or maintenance of information systems, products, solutions, or services. In order to comply with the State Administrative Manual (SAM)



[Section 5305.8c](#), bidders must comply with Exhibit A, Section 11.0 Security and Confidentiality.

i. **TACPA – (Required for contracts that will exceed \$100,000.)**

The TACPA preference will be granted if this solicitation is an Information Technology (IT) procurement valued at \$100,000 and greater. The State will give preferences in accordance with the GC 4530-4535.3, for bidders who are California home based and who qualify for claimed preferences under the Target Area Contract Preference Act (TACPA) by computing and returning the appropriate forms described in the RFQ. Where multiple preferences are claimed, the State will verify eligibility for the preferences and evaluate and apply preferences in accordance with the law.

Available evaluation preferences under TACPA are limited to nine percent (9%), five percent (5%) worksite, and one percent (1%) up to four percent (4%) workforce of the lowest total proposal price or \$50,000.00, whichever is less. The TACPA preference is a dollar preference, applied against the Bidder's proposed cost, before cost is evaluated and converted to points.

The State will verify Target Area Contract Preference Act (TACPA) preference and apply the TACPA Preference accordingly. The TACPA preference does not apply when the worksite is fixed by the terms of the Contract.

Any questions regarding the TACPA preference should be directed to the Department of General Services, Procurement Division at TACPA@dgs.ca.gov or (916) 375-5000.

Contracts excluded from this Preference Program include construction contracts and contracts with designated worksite. Bidders wishing to take advantage of this preference are required to submit the following applications/forms:

TACPA (Std. 830)

[TACPA preference request \(STD.830\).](#)

Bidder's Summary of Contract Activities and Labor Hours (DGS/PD 525)

[Bidder's Summary of Contract Activities and Labor Hours](#) (goods and services)

Manufacturer Summary of Contract Activities and Labor Hours (DGS/PD 526)

[Manufacturer Summary of Contract Activities and Labor Hours](#) (goods)

j. **Generative Artificial Intelligence (GEN AI)**

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 State 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 State may result in disqualification. The State reserves its right to seek any and all relief it may be entitled to as a result of



such non-disclosure. Upon notification by a Bidder of GenAI as required, the state reserves the right to incorporate GenAI Special Provisions into the final contract or reject bids that present an unacceptable level of risk to the state.

Government Code [11549.64](#) defines “Generative Artificial Intelligence (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.

k. Small Business Regulations

The Small Business (SB) regulations pursuant to the California Code of Regulations (Title 2, Division 2, Chapter 3, Subchapter 8, section 1896 et seq.) concerning the application and calculation of the SB preference, SB certification, responsibilities of SBs, department certification, and appeals can be viewed at (<https://www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/Notice-of-Rulemaking-Regulations-for-SB-DVBE?search=sb%20peference>). Access the regulations by clicking on “Notice of Rulemaking” in the right sidebar. For those without Internet access, a copy of the regulations can be obtained by calling the DGS Office of SB and DVBE Services (OSDS) at (916) 375-4940.

l. Small Business Preference

Small businesses will be granted the five percent (5%) small business preference on a bid evaluation when a responsible non-small business has submitted the bid that has been ranked as the highest scored bid pursuant to a solicitation evaluation method described in Section [1896.8](#), of the California Code of Regulations. If the highest ranked bid is eligible for the SB preference, the preference is not applied to any bidder. This preference must be claimed by completing the Bidder Declaration form GSPD-05-105, Attachment 5.

All certified SBs must perform a “commercially useful function” (CUF) in the performance of the contract, as defined in Government Code section 14837(d)(4). See Attachment 6.

m. Non-SB Subcontracting Preference

A 5% preference shall be offered to a non-small business (non-SB) that commits to subcontract at least 25 percent (25%) of its net bid price to a California certified SB(s) per Government Code, Section [14838\(b\)](#). SB and MB bidders shall have precedence over non-SB bidders in that application of the preference for which a non-SB bidder may be eligible shall not result in the denial of the award to a SB or MB bidder, per Government Code, Section [14838\(f\)](#).

A non-SB claiming 25% California certified SB subcontractor participation must identify applicable subcontractor information in their bid response to support the subcontracting claim:

- Subcontractor name(s)
- Subcontractor address(es)
- Subcontractor phone number(s)



- A description of the work to be performed and/or the products supplied and,
- The dollar amount or percentage of the net bid price (as specified in the solicitation) per subcontractor

Completion of the Bidder Declaration (Attachment 5) serves this purpose. Each listed California certified SB must perform a "Commercially Useful Function" (Attachment 6) in performance of the contract as defined in Government Code, Section [14837\(d\)\(4\)](#).

n. Small Business Nonprofit Veteran Service Agencies (SB/NVSA)

Nonprofit veteran service agencies (NVSA) that have been CA certified as a SB nonprofit veteran service agency are eligible to claim the 5% SB preference when responding to competitive solicitations in accordance with California Military and Veterans Code Section 999.50 et seq. This preference must be claimed by completing the Bidder Declaration form GSPD-05-105, Attachment 5.

o. DVBE Participation Requirement

The State has established a 3% goal for Disabled Veteran Business Enterprises (DVBE) participating in State contracts. If claiming DVBE status the bidder must document their commitment to full DVBE participation or a percentage of the work. This applies to all contracts regardless of the solicitation format used. For the purpose of this solicitation, the DVBE participation requirement may be waived.

p. DVBE Incentive

In accordance with Section 999.5(a) of the Military and Veterans Code (MVC) an incentive will be given to respondents who provide DVBE participation. For evaluation purposes only, CAL FIRE will apply an incentive based on the amount of DVBE participation obtained above three percent (3%) as identified on the Bidder Declaration GSPD-05-105, Attachment 5 and confirmed by the CAL FIRE.

If the Contractor is claiming a DVBE incentive, the Bidder must complete Attachment 5 – Bidder Declaration (GSPD-05-105), Attachment 6 – Commercial Useful Function (CUF) Evaluation Form, and Attachment 7 – Disabled Veteran Business Enterprise Declaration (STD. 843).

The DVBE incentive percentage will be applied to the total possible points that can be earned by the bidder, excluding points for socioeconomic incentives or preferences. The following illustrates the incentive percentage available based on the Bidder's confirmed percent of DVBE participation.

DVBE Incentive Points Calculation:

Confirmed DVBE Participation of:	DVBE Incentive:
5% or Over	5% * Total Possible Points
4% to 4.99% inclusive	4% * Total Possible Points



Confirmed DVBE Participation of:	DVBE Incentive:
3% to 3.99% inclusive	3% * Total Possible Points
2% to 2.99% inclusive	2% * Total Possible Points
1% to 1.99% inclusive	1% * Total Possible Points

G. Rejection of Offers

Deviations may cause a bid to be deemed non-responsive and not to be considered for award. CAL FIRE may reject any or all bids and/or may waive any immaterial deviation or defect in a bid. CAL FIRE's waiver of any immaterial deviation or defect shall in no way modify the RFQ-ITS documents or requirements and shall not excuse the Contractor from full compliance with the RFQ-ITS specifications if awarded a contract.

Final bids not received by the date and time specified in key action dates, will remain unopened and will be maintained separately from bids that have been timely received. Bids received after expiration of the deadline may only be opened and considered upon written approval of CAL FIRE's management or their designee specifying the reason(s) for acceptance and consideration of the untimely bid.

Issuance of this RFQ-ITS in no way constitutes a commitment by CAL FIRE to award a contract. CAL FIRE reserves the right to reject any or all bids, or portions of bids, received in response to this RFQ-ITS, or to amend or cancel this RFQ-ITS at any time. In the event of such cancellation, CAL FIRE may reissue the RFQ-ITS at a later date.

CAL FIRE reserves the right to consider Bidder's past performance with CAL FIRE in its selection of a Contractor pursuant to this RFQ-ITS.

1. Non-Responsive Offers

A bid may be deemed non-responsive and subsequently rejected if any of the following occur:

- A submission is received after the exact time and date set forth in the Key Action Dates for receipt of each submission.
- The Bidder fails to submit or fails to complete and sign any required Attachments as instructed in this RFQ-ITS.
- The submission contains false, inaccurate, or misleading statements or references.
- The Bidder is unwilling or unable to fully comply with the proposed contract provisions.
- The Bidder supplies conditional cost information, incomplete cost information, or cost information containing unsigned/uninitiated alterations or



irregularities.

- f. The Bidder proposes pricing so low it suggests that the vendor cannot realistically perform the work.

2. Business In Good Standing

Bidder acknowledges that when agreements are to be performed in the State of California by corporations or vendors, CAL FIRE will verify, prior to awarding any State contract, the following information in order to ensure that all obligations due to the State are fulfilled.

3. Corporation in Good Standing

CAL FIRE will verify with the California Secretary of State (SOS) that the Bidder is a corporation currently qualified to do business in California. The bid may be considered non-responsive if the Bidder is not listed with SOS.

“Doing business” is defined in California Revenue and Taxation Code section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the State not be subject to the franchise tax.

Both domestic and foreign (those incorporated outside of California) corporations must be in good standing in order to be qualified to do business in California.

4. State Tax Delinquency

CAL FIRE will verify with the California Franchise Tax Board (FTB) and California Department of Tax and Fee Administration (CDTFA) that the Bidder is not on a prohibited list due to tax delinquencies. The bid will be considered non-responsive if the Contractor is on any of these lists.

The list established by FTB can be found at:

[Top 500 past due balances | FTB.ca.gov](https://www.ftb.ca.gov/Top500/PastDueBalances/)

The list established by CDTFA can be found at:

[Top 500 Sales & Use Tax Delinquencies in California](https://www.cdtfa.ca.gov/Top500/SalesAndUseTaxDelinquencies/)

H. Evaluation Criteria

The overall responsiveness of each RFQ-ITS response is based on the complete response from the Bidder to the RFQ-ITS requirements, including the scope of work for the project. The following sub-sections and criteria will be reviewed by CAL FIRE's evaluation team.

1. Administrative Requirements Evaluation Criteria (Pass/Fail)



Example:

	Requirement	Pass	Fail	N/A
a.	Cover Letter (Attachment 1)			
b.	Payee Data Record (Attachment 2)			
c.	Customer Reference Forms (Attachment 3)			
d.	Confidentiality Statement (Attachment 4)			
e.	Bidder Declaration (Attachment 5)			
f.	CUF Evaluation Form (Attachment 6)			
g.	DVBE Declaration (Attachment 7)			
h.	Civil Rights Laws Certification (Attachment 8)			
i.	Iran Contracting Act Verification Form (Attachment 9)			
j.	Resumes (Attachment 10)			

2. Technical Requirements Evaluation Criteria (60 points)

The technical evaluation criteria will be scored on a scale of 0 through 60 based on references, resumes, and proposed solution outlined in the Bidder's response to Exhibit A - Scope of Work.

3. Cost (Exhibit C) (40 points)

Cost will be evaluated at 40 points of the total available points. Bid submittals responsive to all requirements will have their cost evaluated. The required Cost Worksheet will be checked for mathematical accuracy and CAL FIRE reserves the right to make mathematical corrections and/or ask clarifying questions. The Bidders will be evaluated on the total extended cost for both the contracted term and including any optional extension years. All cost lines must be completed.

Each bidder cost score will be calculated based on the ratio of the lowest cost proposal to the bidders cost, multiplied by the maximum number of cost points available (40), as shown in the calculation below:

$$\frac{\text{Lowest Total Cost Bid}}{\text{Bidder Total Cost}} \times \text{Total cost points available}$$

Example: To help illustrate this process, refer to table below, for an example of the cost score calculation process. **Cost figures in the example below explain the calculations and have no other significance.**

Cost Evaluation and Scoring Methodology Example

Bidder	Grand Total Cost	Calculation	Cost Points Awarded
A	\$400,000	$\frac{\$300,000}{\$400,000} \times 40$	30
B	\$350,000	$\frac{\$300,000}{\$350,000} \times 40$	34
C	\$300,000	$\frac{\$300,000}{\$300,000} \times 40$	40



4. Final Scoring Example

Example:

	BIDDER A	BIDDER B	BIDDER C
Responsive & responsible	Yes	Yes	Yes
Eligible preference	DVBE	SB	None
Technical Score	53	58	56
Score based on price bid	30	34	40
Total Score	83	92	96
Rank	3	2	1
Preference Amount	5	4.8	
Final Score	88	96.8	96
Final Rank	3	1	2

The preference calculation is performed as follows:

1. Identify the total score of the #1 ranked bidder before applying the preference amounts:
 - a. Bidder C at 96
2. Determine the preference amounts:
 - a. Bidder B (SB Preference):
 $96 \text{ (\#1 ranked bidder)} \times .05 \text{ (SB preference \%)} = 4.8$
 - b. Bidder A (DVBE Incentive):
 $100 \text{ (total possible points)} \times .05 \text{ (DVBE incentive \%)} = 5$
3. Add the preference amount to the total score of bids eligible to receive the preference:
 - a. Bidder B: $92 + 4.8 = 96.8$
 - b. Bidder A: $83 + 5 = 88$
4. The award is to Bidder B in this example.

I. Award of Contract

Award of contract, if made, will be in accordance with the RFQ information on Evaluation to a responsible Bidder whose bid complies with all the requirements of the RFQ documents and an addenda thereto, except for such immaterial defects as may be waived by the State. Award, if made, will be made within forty-five (45) days after the scheduled date for Contract Award or Bid Submission Date as specified in the RFQ; however, a bidder may extend the offer beyond 45 days in the event of a delay of contract award.

The State reserves the right to determine the successful bidder(s) either on the basis of individual items or on the basis of all items included in its RFQ, unless otherwise expressly provided in the State's RFQ. Unless the bidder specifies



otherwise in its bid, the State may accept any item or group of items of any bid. The State reserves the right to modify or cancel in whole or in part its RFQ.

Written notification of the State's intent to award will be made to all bidders. If a bidder, having submitted a bid, can show that its bid, instead of the bid selected by the State, should be selected for contract award, the bidder will be allowed five (5) working days to submit a Notice of Intent to Protest, according to the instructions contained in the section titled "Protest" of this RFQ.

J. Protest

Any Bidder issues regarding solicitation requirements must be resolved (or attempts to resolve them must have been made) before a protest may be submitted according to the procedure below. These issues will first be resolved by the contact for the solicitation or if they result in a protest, the protest will be submitted to DGS Procurement Division Deputy Director to hear and resolve issues and whose decision will be final.

If a Bidder has submitted a bid which it believes to be totally responsive to the requirements of the RFQ and to be the bid that should have been selected according to the evaluation procedure in the solicitation section on Evaluation and the Bidder believes the State has incorrectly selected another Bidder for award, the Bidder may submit a protest of the selection as described below. The Director of the Department of General Services, or a person designated by the director, may consider and decide on initial protests of all other information technology acquisitions and non-it goods.

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. The protester must submit their protest to the CAL FIRE Procurement Official listed for this RFQ and PDProtest@dgs.ca.gov within five (5) business days of receipt of the Notice of Intent to Award. For more information on the bid protest process, please see [SCM Vol 2 Section 1702](#) and [Protest of Awards and Contract Disputes](#).



EXHIBIT A - SCOPE OF WORK

1.0 Background and Purpose

Public unions and employees may file grievances against an employer of alleged bargaining unit (BU) contract violations and may file complaints for other alleged violations. Grievances and complaints can go through multiple “levels” of filing and appeal and multiple levels of response. These levels may include the local (Program or Unit), Region, Director/Department, and California Department of Human Resources (CalHR) levels. Additionally, a grievance may be appealed to arbitration and/or other dispute resolution processes.

The CAL FIRE Labor Relations Office (LRO) needs a software program where grievances/complaints at all levels can be uploaded, accessed, viewed, and edited for every level of review. We also need the ability to run various reports on all data entered into the system, e.g., how many grievances are currently at the Department level, how many grievances were filed on the BU 8 Vacation provision, which grievances are being held in abeyance, are we receiving more or less grievances than last year, etc.

We need control over who has access to the software, and we need various levels of access within the software. For example, some users may only enter, read and access grievances to which they’ve responded to, and/or up to a certain level of review. Some users will need master access, and the ability to enter, read, edit and access all information in the software. We also have very specific fields/information we need to be able to enter in this software at each level, and generally within the software.

The purpose of this Agreement is to obtain professional services on a time-and-materials basis for the design, development, testing, and deployment of a software solution that manages public employee grievances and complaints across multiple levels of review. The Contractor will work collaboratively with the LRO to build a configurable, secure, and data-driven system that supports intake, tracking, reporting, and analysis.

2.0 Contract Description

This Agreement is entered into between the California Department of Forestry and Fire Protection, hereafter referred to as CAL FIRE, and (Contractor name) hereafter referred to as Contractor. This contract is for Contractor to provide a grievance tracking system to upload, track, view, and edit documents related to grievance and complaint filings.

The Contractor shall perform work across defined phases. Work will be billed according to actual hours worked and approved by the State. The State may authorize tasks within each phase as needed.

3.0 Term of the Contract

The term of this contract is one (1) year from the date the agreement is signed and executed by both parties, with two (2) options to renew for one (1) year periods. The Agreement can be amended for time, tasks, and



funding at current contract rates specified in Exhibit C - Cost Worksheet upon mutual agreement of both parties.

The Contractor shall not be authorized to deliver goods or commence performance of services described in this Agreement prior to the date the contract is awarded. Any delivery of goods or performance of services by the Contractor that is commenced prior to the Effective Date shall be considered gratuitous on the part of the Contractor.

4.0 Work Location

The Contractor may perform all services under this Agreement remotely in the continental United States.

5.0 Roles and Responsibilities

A. CAL FIRE Responsibilities

1. CAL FIRE will provide data, documentation, consultation, information, and feedback to the Contractor.
2. CAL FIRE will regularly monitor Contractor activities through the exchange of detailed weekly and quarterly written status reports.
3. CAL FIRE will provide all policies and procedures regarding access to and the use of the state facilities when applicable.
4. CAL FIRE will provide a delivery location for the electronic data.

B. Contractor Responsibilities

1. The Contractor shall to work in partnership with CAL FIRE to ensure the preceding goals for this project are met by end of contract.
2. Contractor shall coordinate with CAL FIRE Project Manager to schedule work activities that require CAL FIRE staff involvement.
3. Contractor shall produce documentation to provide to CAL FIRE staff:
 - a. Provide a monthly status update on current tasks.
 - b. Provide a quarterly overview on all assigned work for the previous three months.
4. Contractor shall train CAL FIRE staff to ensure knowledge transfer upon completion of contract.

6.0 Contractor Tasks Requirements

Phase 1: Discovery and Requirements Definition

1. Conduct discovery workshops and interviews with LRO personnel.
2. Gather detailed functional, technical, workflow, reporting, and security requirements.
3. Document all grievance/complaint process flows, including Local/Program, Region, Department, CalHR, and Arbitration levels.



4. Identify mandatory data fields and information required at each level of review.
5. Document user roles, permission levels, and access control needs.
6. Develop initial conceptual system designs for LRO validation.

Phase 2: System Architecture and Design

1. Develop and document the system architecture supporting multi-level grievance/complaint processing.
2. Design data models, workflow structures, validation rules, and field configurations.
3. Define and document role-based access control (RBAC) schemas.
4. Develop UI/UX prototypes reflecting required functionality.
5. Facilitate design review sessions with LRO and revise designs as needed.

Phase 3: System Development and Configuration

1. Build the grievance/complaint management module with full multi-level workflow capability.
2. Configure custom data fields required at each review level.
3. Implement escalation, abeyance, appeal, and response workflows.
4. Develop role-based permissions (view, edit, master access, etc.).
5. Implement attachment handling, audit logs, and version tracking.
6. Conduct iterative development cycles and working demonstrations with LRO.

Phase 4: Reporting and Analytics Development

1. Develop a configurable reporting engine.
2. Build required dashboards and standard reports.
3. Implement filters, search tools, and export features.
4. Conduct review sessions with LRO to refine analytics output.

Phase 5: Testing and Quality Assurance

1. Conduct unit, system, integration, and regression testing.
2. Validate all custom field behavior across all workflow stages.
3. Test role-based access controls for accuracy and security.
4. Support LRO in User Acceptance Testing (UAT).
5. Resolve defects and perform retesting as required.

Phase 6: Deployment and Production Readiness

1. Deploy the system into a State-approved production environment.
2. Configure system settings, workflows, and roles.



3. Validate compliance with CAL FIRE and statewide IT policies and security requirements.
4. Provide technical support during rollout and initial stabilization.

Phase 7: Training, Transition, and Documentation

1. Deliver training sessions for LRO and departmental staff.
2. Provide system documentation, user guides, and reference materials.
3. Conduct knowledge transfer for State technical personnel.

Phase 8: Ongoing Support and Maintenance

1. Provide help desk and troubleshooting support.
2. Perform updates, patches, and minor enhancements.
3. Conduct system health checks and data integrity reviews.

7.0 Acceptance Criteria

Work performed under this Time & Materials Statement of Work will be accepted based on the satisfactory completion of tasks, alignment with project requirements, and adherence to State standards. Because this is a T&M engagement, acceptance is not tied to fixed deliverables but to the quality and completeness of work performed. The following criteria apply to all phases of work:

1. Task Completion

Work is considered acceptable when the tasks authorized by the State have been performed as described in the SOW, including discovery, design, development, testing, reporting, or other activities specified.

2. Alignment With Requirements

Work products, configurations, discussions, prototypes, or other outputs must reflect the functional and technical requirements identified by the Labor Relations Office (LRO) or clarified during the project.

3. Responsiveness to Feedback

The Contractor must revise or adjust work based on State feedback provided during working sessions, reviews, demonstrations, or testing activities. Work is acceptable when adjustments have been completed to the satisfaction of the State.

4. Technical Accuracy and Quality

All work performed must meet industry standards for quality, accuracy, and completeness. Work must comply with State IT policies, accessibility standards, and security requirements.

5. Documentation of Activities

The Contractor must provide clear documentation of work conducted, including notes, diagrams, configurations, test results, or other materials that reasonably demonstrate progress and accuracy of work performed.



6. Collaboration and Communication

The Contractor must communicate progress, risks, issues, and recommendations in a timely manner. Work is acceptable when communication has been consistent and supports State decision-making.

7. Successful Demonstration of Functionality

For any developed or configured system components, acceptance is based on successful demonstration to LRO staff showing that functionality behaves as expected within the scope of tasks completed.

8. Resolution of Identified Issues

Issues, defects, or deficiencies identified by the State must be addressed within a reasonable timeframe, based on priority and direction from the State. Work is acceptable once issues within a given task or phase have been resolved to the State's satisfaction.

9. Compliance With Project Constraints

All work must be performed within the constraints, tools, environments, and guidelines provided by the State.

10. Approval by the State Project Representative

Acceptance of work is granted upon confirmation by the State's designated project representative or contract manager that the work meets the criteria above.

8.0 Reporting Requirements

1. Contractor personnel must submit monthly timesheets.
2. Timesheets need to be attached to invoices and submitted to CAL FIRE contract administrator and bill-to contact.
3. Contractor must use staff classification and hourly rate for the invoice. If broken down by phases or task, they must identify which phase or task they are working on.
4. Invoices must have the contract number and Purchase Order number within the header of each invoice.
5. The Contractor must prepare a monthly written status report to the CAL FIRE's Project Manager and Contract Administrator with current status and future activities. This report shall include, but not be limited to the following information:
 - a. A summary of the work completed during the reporting period, including the identity of the person doing the work and the deliverable or task to which the work is attributable.
 - b. A summary of the work planned for the next reporting period, including the identity of the person doing the work and the deliverable or task to which the work is attributable.
 - c. The status of the over-all project, including all phases and tasks, and including a discussion regarding each problem encountered and solutions implemented or proposed.
 - d. List and description of issues encountered during the reporting period.

9.0 Problem Escalation

The parties acknowledge and agree that certain technical and/or project-related problems or issues may arise, and that such matters shall be brought to the State's



attention. Problems or issues shall normally be reported in regular status reports or in-person meetings. However, there may be instances where the severity of the problem justifies escalated reporting. To this extent, the CAL FIRE Project Manager in charge shall determine the level of severity, and notify the appropriate State personnel, as set forth below. The State personnel notified, and the time period taken to report the problem or issue shall be at a level commensurate with the severity of the problem or issue. The escalation steps are as follows:

A. 1st level of escalation:

1. Problem or issue (deviation) is identified by CAL FIRE, or the Contractor as follows:

- a. Project output, samples, or Product Enhancements are not consistent with the requested status or quality, or
- b. Exceeded deadlines, or
- c. Services by CAL FIRE or Contractor is not efficient or were not implemented.

2. Action(s):

Telephone call with Contractor and CAL FIRE Project Manager about the deviation and approach for resolution.

3. Consequence(s):

- a. Define necessary actions for deviation troubleshooting, resolution, and completion time.
- b. Monitoring of status reports concerning deviation.

If actions are processed and successful at 1st level of escalation, no further process shall follow. If actions are deemed unsuccessful by CAL FIRE or the Contractor, proceed to the 2nd level of escalation.

B. 2nd level of escalation:

1. Problem or issue (deviation) is identified by CAL FIRE or the Contractor as follows:

Declaration by CAL FIRE or Contractor that 1st level of escalation was not effective.

2. Action(s):

Meeting with Contractor's Senior Management and CAL FIRE Project Manager about the deviation and approach for resolution.

3. Consequence(s):

- a. Define necessary actions for deviation troubleshooting, resolution, and completion time.



b. Monitoring of status reports concerning deviation.

If actions are processed and successful at 2nd Level of Escalation, no further process shall follow. If not successful, proceed to 3rd Level of escalation.

C. 3rd level of escalation:

1. Problem or issue (deviation) is identified by CAL FIRE or the Contractor as follows:

Declarations by CAL FIRE or the Contractor that 2nd level of escalation was not effective.

2. Action(s):

- a. Meeting with the Contractor executive(s) who holds the authority to bind the Contract and CAL FIRE executive(s) about the deviation and approach for resolution. CAL FIRE Executive(s) will include the following: Project Director, Enterprise Applications Branch Chief, Chief Information Officer, Information Systems Division Deputy Director, or Director.

- b. If necessary, place project "On Hold."

3. Consequence(s):

- a. Analysis by the Contractor or CAL FIRE for immediate resolution, subject to CAL FIRE or Contractor approval.
- b. If a deviation is in result of the Contractor's performance, the Contractor shall submit an action plan documenting results of the 3rd Level Escalation meeting for CAL FIRE approval.

If actions are processed and successful at 3rd level of escalation, no further process shall follow. If actions are unsuccessful and the deviation is in result of the Contractor's performance, CAL FIRE will issue a Cure Notice in accordance with this SOW Section 9.1 Cure Notices.

9.1 Cure Notices

CAL FIRE may issue a cure notice to inform the Contractor in the event the Contractor fails to meet a contract requirement or performance, resulting in a material breach of the Contract. The cure notice gives 15 days for the Contractor to remedy the condition. If the condition is not corrected within this period, the cure notice confirms that the Contractor may face the termination of its contract for default.

10.0 Contractor and Storage of Electronic Data

All IT Services Contractors, both the company and all staff working on the contract must reside within the United States (US). All storage of electronic data must be stored within cloud data centers located within the continental US, this includes



primary and secondary storage sites. These site locations must be in the RFQ-ITS response.

11.0 Security And Confidentiality

To preserve the integrity of the security and confidentiality measures integrated into the CAL FIRE information technology systems, the Contractor must be required to certify they shall adhere to the following controls prior to work starting regardless of the solution is delivered On-Premises or in the Cloud. Contractor must provide all security related certifications to the CAL FIRE ISO prior to work start date. If the Contractor has engaged services from a Sub-Contractor or a Subsidiary as part of a contract, the Contractor must ensure that these parties adhere to these requirements as shown in the Security and Confidentiality bullet points listed below.

SECURITY AND DATA PROTECTION REQUIREMENTS

The Cloud Service Provider (CSP) shall provide CAL FIRE with a current System and Organization Controls (SOC) 2 Type II report conducted in accordance with Standards for Attestation Engagements (SSAE) No. 18. If the report contains any findings, the CSP shall also provide CAL FIRE with a corrective action plan detailing remediation efforts and timelines. Equivalent security attestations, such as FedRAMP or StateRAMP authorizations, may be accepted in lieu of the SOC 2 Type II report, subject to CAL FIRE approval.

The CSP must ensure that all CAL FIRE data is physically stored within data centers located in the continental United States. Furthermore, the CSP shall prohibit any remote access to CAL FIRE data from locations outside the continental United States under any circumstances.

CAL FIRE must ensure agreements with state and non-state entities include provisions which protect and minimize risk to the state when engaging in the development, use, or maintenance of information systems, products, solutions, or services. To comply with the SAM Section 5305.8, the Contractor agrees to

EXHIBIT D - GENERAL PROVISIONS CLOUD - COMPUTING SERVICES:
<https://www.dgs.ca.gov/-/media/Divisions/PD/Acquisitions/Solicitation-Documents/Attachments/IT-General-Provisions-Cloud-DGS-PD-402ITGP-Revised-02202025.pdf>

Security:

- 1) The Contractor must comply with applicable Federal, State, and local governmental laws and regulations and the CAL FIRE must verify the Contractor's assurance of their ability to adhere to said laws and regulations.
- 2) The Contractor must implement an Information Security Program for the prevention and detection of fraud and malware, the protection of data, and to authorize security awareness training; the Contractor must meet or exceed the CAL FIRE Information Security Program; The Contractor must submit to the CAL FIRE Information Security Officer a copy of their Information Security Program.



- 3) All Contractors having access to CAL FIRE Information Technology resources and assets must take CAL FIRE's Cyber Security Training.
- 4) The Contractor must implement a Risk Assessment Program for assessing risks and to identify the specific threats and vulnerabilities; the Contractor must meet or exceed the CAL FIRE Risk Assessment Program; The Contractor must submit to the CAL FIRE Information Security Officer a copy of their Risk Assessment Program.
- 5) The Contractor must implement an Incident Response Program defining the response procedures and the points of contact between the Contractor and the CAL FIRE including escalation thresholds; the Contractor must meet or exceed the CAL FIRE Incident Response Program; The Contractor must submit to the CAL FIRE Information Security Officer a copy of their Incident Response Program.
- 6) The Contractor must maintain their Information Security Program, Incident Response Program, and Risk Assessment Program at all times, including monitoring and testing the programs to ensure their effectiveness; the Contractor must provide to the CAL FIRE Information Security Officer the results of these test.
- 7) The Contractor must disclose to the CAL FIRE any breach of the security of any information or information resource in accordance with the criteria and procedures set forth by the CAL FIRE. The Contractor must notify the CAL FIRE's Information Security Officer within the agreed upon time-frame of any confirmed or suspected security incident or breach, followed by a report of the incidents that it has identified, and the measures taken to resolve and mitigate the incident.
- 8) The Contractors must sign formal undertakings (e.g., Nondisclosure Agreement) regarding the intellectual property rights of work Performed during their terms of contract.
- 9) Under no circumstance must the Contractor Perform any activities that can harm CAL FIRE or lessen its security program; and,
- 10) CAL FIRE reserves the right to audit the Contractor's information security controls, logs, and associated plans and processes to verify compliance with the contract.

Confidentiality:

- 1) CAL FIRE owns all data collected by CAL FIRE, third party users of the database and or by the contractor may not share, transfer, give access to any of the information of the database to any private, public, or state entity without express permission by CAL FIRE program, management and/or CAL FIRE legal.
- 2) The Contractor must implement an Information Privacy Program to safeguard the confidentiality and integrity of the CAL FIRE information; the Contractor must meet or exceed the CAL FIRE Information Privacy Program; The Contractor must submit to the CAL FIRE Information Security Officer a copy of their Information Privacy Program.
- 3) The Contractor must work with designated staff within the CAL FIRE to classify information used by or created by the Contractor's development environment or any of its deliverables.
- 4) The Contractor must assume all responsibility for the Confidentiality, Integrity, and Availability of the information and the information systems under its control including its protection by the use of encryption of



information at rest and in transit in accordance with applicable Federal, State, and local laws and regulations.

- 5) The Contractor must limit information collected and retained to legitimate business purposes associated with the contract; and not use or redistribute any of the CAL FIRE information processed, stored, or transmitted by the Contractor except as specified in the contract or upon written CAL FIRE approval. All data Shall be confidentially destroyed or returned to the CAL FIRE as directed by the CAL FIRE within a mutually agreed upon date.
- 6) The Contractor must keep audit logs of any access or other activities associated with the CAL FIRE's information.
- 7) The Contractor must disclose to the CAL FIRE any requests, from any source, for copies of or access to, or other disclosure of the CAL FIRE's information.
- 8) The Contractors must sign the Confidentiality Agreement, Attachment 5, regarding the confidentiality of the information being access during their terms of contract; and,
- 9) The CAL FIRE reserves the right to re-classify data and require additional information security controls as necessary.
- 10) Contractor may not remove any confidential information from CAL FIRE locations. Contractor must adhere to CAL FIRE policies and procedures regarding Acceptable Use and security of CAL FIRE computing systems.

12.0 Travel

Travel costs shall not be included in the proposal, as CAL FIRE does not provide Contractor with reimbursement for travel.

13.0 Solution Modification

CAL FIRE may request Solution modifications, limited to services and the delivery thereof, at any time. Because such changes could significantly affect critical aspects of the work being performed, all changes requested must follow the formal change control process as set forth below to gain approval.

The following change control process will be used except as superseded by mutual written agreement or other binding procedures:

1. A Work Authorization (WA) prepared in a form and format acceptable to both CAL FIRE and the Contractor will be the vehicle for proposing a change using Exhibit F – Work Authorization Template.
2. A WA must describe the requested change; the rationale for the change, and any anticipated effect the change will have on the Contract and/or the work performed under the Contract.
3. The Change Control Board (CCB) will be comprised of the CAL FIRE Project Manager, the Contractor, and various other members of the CAL FIRE project management team. Contractor will serve in a non-voting capacity on the CCB.
4. Upon receipt of a CR, the CCB will engage in a deliberative process to determine whether the change(s) sought by the WA should be pursued



- by the Project, seeking such input as is necessary to reach an informed decision.
5. If the CCB determines that a WA merits further action, CAL FIRE will prepare a draft WA which describes the Project's requirements related to the change desired. The CAL FIRE Project Manager will sign the draft WA and transmit it to the Contractor for finalization.
 6. The Contractor shall fully develop and finalize a WA by preparing Exhibit F - WA Template within ten (10) business days of receipt or another period as mutually agreed. The Contractor shall not charge CAL FIRE for preparing a WA; The Contractor's Project Manager will sign the final WA and submit it to the CAL FIRE Project Manager.
 7. The CAL FIRE Project Manager will review the WA for quality and accuracy and take such measures as are necessary to ensure its cost-effectiveness, including negotiations with the Contractor as needed. After such review and consistent with Project administrative processes, the CAL FIRE Project Manager will accept and sign, or reject the WA and transmit it to the Contractor.
 8. Upon receipt of the accepted/rejected WA, the Contractor's Project Manager will sign it to acknowledge receipt thereof and return it to the Project Manager. Upon its return to the CAL FIRE Project Manager, the Contractor may begin performing any work approved by the WA.

14.0 Unanticipated Tasks

In the event that additional work must be performed which was unanticipated and is not specified in the SOW but which in the opinion of both parties is necessary to the successful accomplishment of the general scope of work outlined, the procedures outlined below will be employed. This may include unforeseen circumstances caused by emergency activity during the fire season.

For each item of unanticipated work not specified in the SOW, a WA will be prepared in accordance with the template provided as Exhibit F – Work Authorization Template.

1. It is understood and agreed by both parties that all of the terms and conditions of this Agreement shall remain in force with the inclusion of any such WA. Such WA shall in no way constitute an Agreement other than as provided pursuant to this Agreement nor in any way amend or supersede any of the other provisions of this Agreement.
2. All WA must be in writing prior to beginning work and signed by the Contractor and CAL FIRE Project Manager.
3. All WA will be costed on a firm fixed price basis based upon the Hourly Labor Rates stated in Exhibit C - Cost Worksheet. WA for unanticipated tasks shall include the Contractor's estimated number of hours per labor classification required to complete the work, multiplied by the hourly labor rates. CAL FIRE will release payment for any approved WA in accordance with Exhibit B - Budget Detail and Payment Provisions.



4. CAL FIRE has the right to require the Contractor to stop or suspend work on any WA.

15.0 Termination

The State shall have the right to terminate this Agreement within (30) days with a written notice to the Contractor.

Consistent inability to provide quality products or services, as stipulated in the above sections, as adjudged by the CAL FIRE Contract Administrator or designee shall be grounds for termination of the Contractor providing support under this agreement.

16.0 Contract Administrators

The project representatives for CAL FIRE and Contractor during the term of this agreement are as follows.

CAL FIRE and Contractor Contract Administrators:

	CAL FIRE	Contractor (Name)
Attention	Nicole Morales	
Address	710 Riverpoint Court West Sacramento, CA 92605	
Phone		
Cell Phone	916-708-2164	
E-Mail	Nicole.Morales@fire.ca.gov	



EXHIBIT B - BUDGET DETAIL AND PAYMENT PROVISIONS

Payment will be made in arrears on completion of required services.

1. For services satisfactorily rendered and upon receipt and approval of the invoices, CAL FIRE agrees to compensate the Contractor for actual expenditures incurred in accordance with the rates specified herein.
2. Invoices shall include the Purchase Order Number, Quantity, Unit Cost, Total Cost, Grand Total and shall be submitted by e-mail not more frequently than monthly in arrears by e-mail to **both** the CAL FIRE contract administrator, and the CAL FIRE Bill-To contact listed below:

Department of Forestry and Fire Protection
Attention: Nicole Morales
P.O. Box 944246
Sacramento, CA 94244-2460
Phone: 916-708-2164
Email: Nicole.Morales@fire.ca.gov

It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, CAL FIRE shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement.

If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, CAL FIRE shall have the option to either cancel this Agreement with no liability occurring to CAL FIRE or offer an agreement amendment to Contractor to reflect the reduced amount.

3. Upon receipt of a properly submitted, undisputed invoice, CAL FIRE shall pay Contractor within forty-five (45) days or automatically calculate and pay the appropriate late payment penalties as specified in Government Code, Chapter 4.5, Section 927. In the event of an emergency, as defined in section 927.11, late payment penalties may not apply. Specific to CAL FIRE, if an invoice from a business under contract with CAL FIRE become subject to late payment penalties during the annually declared fire season, then the required payment approval date shall extend 30 calendar days beyond the initial 45-day period.



Department of Forestry and Fire Protection (CAL FIRE)
Information Technology Services
RFQ-ITS 26-0044 HR Grievance Tracking System Refresh Project
August 2026

EXHIBIT C – COST WORKSHEET

Exhibit C - Cost Worksheet						
RFQ-ITS 26-0044						
Item #	Phase	Proposed Staff Name	Classification	Quantity / Hours	Unit Cost / Hourly Rate	Extended Total
1	Phase 1					
	Discovery and Requirements Definition					\$0.00
	Discovery and Requirements Definition					\$0.00
	Discovery and Requirements Definition					\$0.00
	Discovery and Requirements Definition					\$0.00
	Discovery and Requirements Definition					\$0.00
Phase 1 Subtotal						\$0.00
2	Phase 2					
	System Architecture and Design					\$0.00
	System Architecture and Design					\$0.00
	System Architecture and Design					\$0.00
	System Architecture and Design					\$0.00
	System Architecture and Design					\$0.00
Phase 2 Subtotal						\$0.00
3	Phase 3					
	System Development and Configuration					\$0.00
	System Development and Configuration					\$0.00
	System Development and Configuration					\$0.00
	System Development and Configuration					\$0.00
	System Development and Configuration					\$0.00
Phase 3 Subtotal						\$0.00
4	Phase 4					
	Reporting and Analytics Development					\$0.00
	Reporting and Analytics Development					\$0.00
	Reporting and Analytics Development					\$0.00
	Reporting and Analytics Development					\$0.00
	Reporting and Analytics Development					\$0.00
Phase 4 Subtotal						\$0.00



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5	Phase 5					
	Testing and Quality Assurance					\$0.00
	Testing and Quality Assurance					\$0.00
	Testing and Quality Assurance					\$0.00
	Testing and Quality Assurance					\$0.00
	Testing and Quality Assurance					\$0.00
Phase 5 Subtotal						\$0.00
6	Phase 6					
	Deployment and Production Readiness					\$0.00
	Deployment and Production Readiness					\$0.00
	Deployment and Production Readiness					\$0.00
	Deployment and Production Readiness					\$0.00
	Deployment and Production Readiness					\$0.00
Phase 6 Subtotal						\$0.00
7	Phase 7					
	Training, Transition, and Documentation					\$0.00
	Training, Transition, and Documentation					\$0.00
	Training, Transition, and Documentation					\$0.00
	Training, Transition, and Documentation					\$0.00
	Training, Transition, and Documentation					\$0.00
Phase 7 Subtotal						\$0.00
8	Phase 8					
	Ongoing Support and Maintenance					\$0.00
	Ongoing Support and Maintenance					\$0.00
	Ongoing Support and Maintenance					\$0.00
	Ongoing Support and Maintenance					\$0.00
	Ongoing Support and Maintenance					\$0.00
Phase 8 Subtotal						\$0.00
All Phase Subtotals						\$0.00
					%	Extended Total
9	UNANTICIPATED TASK: Total unanticipated tasks shall not exceed ten (10) percent of the total bid amount for the life of this agreement. <u>There is not obligation on the part of the State to utilize any or entire amount.</u>				10%	\$0.00
Unanticipated Task Subtotal						\$0.00
Grand Total without optional years						\$0.00
10	First year Option to renew (Ongoing Support and Maintenance)					\$0.00
11	Second year Option to renew (Ongoing Support and Maintenance)					\$0.00
Optional Years Subtotal						\$0.00
Grand Total All cost						\$0.00
*Bidders may modify the Cost Worksheet to detail all costs in their bid. **Bidders will be evaluated on their GrandTotal cost without optional years.						



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EXHIBIT D – INFORMATION TECHNOLOGY - GENERAL PROVISIONS CLOUD - COMPUTING SERVICES

The Terms and Conditions that apply to this agreement are linked below in addition to EXHIBIT E - SPECIAL TERMS AND CONDITIONS.

Department of General Services Procurement Division, INFORMATION
TECHNOLOGY - GENERAL PROVISIONS CLOUD - COMPUTING SERVICES, DGS
PD 402-ITGP (Cloud) (Revised and Effective 2/20/2025)

<https://www.dgs.ca.gov/-/media/Divisions/PD/Acquisitions/Solicitation-Document-Attachments/IT-General-Provisions-Cloud-DGS-PD-402ITGP-Revised-02202025.pdf>



EXHIBIT E - SPECIAL TERMS AND CONDITIONS

The following terms and conditions apply to all California Department of Forestry and Fire Protection (CAL FIRE) contracts unless identified "if applicable":

A. CONTRACT PROVISIONS

1. Prompt Payment

Upon receipt of a properly submitted, undisputed invoice, State shall pay contractor within forty-five (45) days, or automatically calculate and pay the appropriate late payment penalties as specified in Government Code, Chapter 4.5, section 927. In the event of an emergency, as defined in section 927.11, late payment penalties may not apply. Specific to CAL FIRE, if an invoice from a business under contract with CAL FIRE becomes subject to late payment penalties during the annually declared fire season, then the required payment approval date shall extend 30 calendar days beyond the initial 45-day period.

2. Excise Tax

State of California is exempt from federal excise taxes, and no payment will be made for any taxes levied on employees' wages. State will pay for any applicable State of California or local sales or use taxes on the services rendered or equipment or parts supplied pursuant to this agreement. California may pay any applicable sales and use tax imposed by another state.

3. Forced, Convict, or Indentured Labor – Excluding Public Works

For any contract in which a commodity is a significant factor, contractor/grantee certifies that no foreign-made equipment, materials, or supplies furnished to the State under this agreement will be produced in whole or in part by forced, convict, or indentured labor under penal sanction, or abusive forms of child labor or exploitation of children in sweatshop labor. Contractor/grantee agrees to comply with Public Contract Code section 6108. Any contractor/grantee who is contracting with the State and knew or should have known that foreign-made equipment, materials, or supplies furnished to the State were produced in whole or in part by forced, convict, or indentured labor under penal sanction, or abusive forms of child labor or exploitation of children in sweatshop labor when entering into a contract pursuant to the above may be, subject to PCC section 6108 (c) have any or all of the following sanctions imposed: (1) State may void contract; (2) State may assess penalties of \$1,000 or 20 percent of the value of the equipment, materials, or supplies, whichever is greater, that State demonstrates were produced by such labor; (3) State may remove contractor from bidder's lists for a period not to exceed 360 days.

4. Asbestos

In the event the contractor who is providing services under a service contract discovers asbestos, contractor shall stop all work immediately and notify the State contract coordinator, construction supervisor and/or project manager. After State has assessed site conditions and extent of asbestos-related work, State shall prepare and award a separate contract to a contractor who is registered and certified for asbestos abatement work. Under both State statute and State regulations found in the California Code of Regulations, a contractor must be certified by State Contractor's License Board and registered with the State Department of Industrial Relations, CAL-OSHA, in order to perform asbestos-related work. Contractor shall resume work under this contract only after the State gives notification to proceed.

5. DVBE Audits

If State determines contract is subject to disabled veteran-owned business enterprise requirements, contractor shall comply with Public Contract Code section 10115 et seq. and California Code of Regulations section 1896.60 et seq. Contractor shall make pertinent records available to State for review, shall permit State access to its premises upon reasonable notice during normal business hours



for interviewing employees and inspecting records, and shall maintain records for audit purposes for a period of 3 years after final payment under the contract.

6. Potential Subcontractors

Nothing contained in this agreement or otherwise, shall create any contractual relation between State and any subcontractors, and no subcontract shall relieve contractor of his responsibilities and obligations hereunder. Contractor agrees to be as fully responsible to State for the acts and omissions of contractor's subcontractors and of persons, either directly or indirectly employed by any of them, as it is for the acts and omissions of persons directly employed by contractor. The contractor's obligation to pay its subcontractors is an independent obligation from State's obligation to make payments to contractor. As a result, State shall have no obligation to pay or to enforce payment of any moneys to any subcontractor.

7. Agency Liability

The Contractor warrants by execution of this Agreement, that no person or selling agency has been employed or retained to solicit or secure this agreement upon agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach or violation of this warranty, the State shall, in addition to other remedies provided by law, have the right to annul this Agreement without liability, paying only for the value of the work actually performed, or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee.

8. Priority Hiring Consideration – Contracts with a Value in Excess of \$200,000

If the resulting contract will have a total contract value of \$200,000 or more, the contractor is hereby advised that it will be obligated to give priority consideration in filling vacancies in positions funded by the resulting contract to qualified recipients of aid under Welfare and Institutions Code Section 11200. This requirement shall not interfere with or require a violation of a collective bargaining agreement, a federal affirmative action obligation for hiring disabled veterans of the Vietnam era, or nondiscrimination compliance laws of California and does not require the employment of unqualified recipients of aid.

9. Contractor Certification - Copyright Laws for Computer Software - I.T. Agreements Only

Contractor certifies that the company has appropriate systems and controls in place to ensure that State funds will not be used in the performance of this contract for the acquisition, operation, or maintenance of computer software in violation of copyright laws.

10. License and Permits

The Contractor shall be an individual or firm licensed to do business in California and shall obtain at his/her expense all license(s) and permit(s) required by law for accomplishing any work required in connection with this contract.

If you are a Contractor located within the State of California, a business license from the city/county in which you are headquartered is necessary, however, if you are a corporation, a copy of your incorporation documents/letter from the Secretary of State's Office can be submitted. If you are a Contractor outside the State of California, you will need to submit to the California Department of Forestry and Fire Protection – Contracts Unit a copy of your business license or incorporation papers for your respective State showing that your company is in good standing in that state.

In the event, any license(s) and/or permit(s) expire at any time during the term of this contract, Contractor agrees to provide agency a copy of the renewed license(s) and/or permit(s) within 30 days following the expiration date. In the event the Contractor fails to keep in effect at all times all required



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license(s) and permit(s), the State may, in addition to any other remedies it may have, terminate this contract upon occurrence of such event.

11. Progress Payments (Not Applicable see Exhibit B)

In accordance with the requirements set forth in the PCC, Section 10346, the State shall withhold from the invoiced payment amount to the Contractor an amount not less than ten percent (10%) of that payment. Such retained amount shall be held by the State and only released to the Contractor upon the State's staff determination that the Contractor has satisfactorily completed all of the required services as itemized on the invoice. If it is determined that an amount is withheld, it shall be released pending final completion of the Agreement.

12. Insurance (Not applicable)

Liability insurance is required on new construction of buildings, major repairs or alterations defined as work in excess of \$50,000, on agreements of lesser amount with hazardous activities, and for excavation, drilling, demolition, and soil preparation fumigation.

Contractor shall furnish to the State a Certificate of insurance stating that contractor has general liability insurance, including bodily injury and property damage coverage presently in effect, with a combined single limit (CSL) of not less than \$1,000,000.00 per occurrence for activities performed under this contract.

Under this minimum coverage, the certificate must show the following:

General liability covering bodily injury and property damage; and automobile liability insurance if motor vehicles are used. Certificate of insurance will provide that: insurer will not cancel the insured's coverage without 30 days' prior written notice to State; and

State of California, its officers, agents, employees, and servants are included as additional insureds for purposes of this contract.

If any of these insurance coverages expire during this contract, contractor agrees to provide a new certificate of insurance at least 30 days prior to the insurance expiration. The new certificate of insurance must be for not less than the remainder of the contract or not less than on (1) year.

All insurance certificates are subject to approval by State of California Department of General Services. Contractor agrees to perform no work or services without approved insurance coverage. In the event contractor's insurance coverage ends, the State may, in addition to other remedies, terminate this contract.

NOTE: State will not be responsible for any premiums or assessment on any policy.

Employee Benefits – Contracts in force for 91 days or more (Not Applicable)

Contractor shall provide basic health care, dental, and vision services to employees in accordance with Government Code section 19134. Contractor's completion and signature of the Employee Benefits Certification Form shall reflect compliance with this requirement.

In order to be paid on the contract, contractor must submit to the contracting agency a monthly written report identifying each preceding months benefits paid (See Monthly Report of Employee Benefits).



EXHIBIT F - WORK AUTHORIZATION TEMPLATE

Department of Forestry and Fire
Protection

Work Authorization No. #####
CAL FIRE Procurement No. #####

Title of Work Authorization: _____

Background: *Enter text*

Work Description: *Enter text*

Deliverables:

Below is a list of Deliverables identified by the State that requires development or revision by Contractor due to this Work Authorization. The Parties understand and agree that additional Deliverables requiring development or revision may be identified at a later date. Contractor shall exercise a good-faith effort to identify and list in this Work Authorization Deliverables that require development or are impacted by this Work Authorization. Contractor shall develop or revise as applicable each identified Deliverable. Contractor shall complete the development or revision within a reasonable timeframe to be mutually agreed upon by the Parties.

References:

Schedule Dates	
Start Date	Completion Date*

Fixed-Price Cost				
Personnel To Be Assigned	Job Classification/ Skill Level	Labor Hours	Labor Hour Rate	Cost

Contractor Tasks and Responsibilities (to be completed by Contractor) *Enter text*

Completion Criteria *Enter text*

State Responsibilities

Participate in and oversee Contractor tasks and responsibilities.
These tasks will be performed in accordance with this Work Authorization and the applicable provisions of CAL FIRE Contract No. XXXX.

APPROVALS:

STATE OF CALIFORNIA

CONTRACTOR

Name
CAL FIRE Contract Manager

Name
Project Director, COMPANY
NAME

Date

Date

**General Information**

Information to be provided in this section gives a specific name to the project as well as pertinent information about the personnel involved.

Project ID _____ Date _____
Project Name _____ Project Sponsor _____
CAL FIRE Project Manager _____
Contractor's Project Manager _____

☐ Phase or major task acceptance

☐ Final product acceptance

Task(s)/Deliverable(s)

List the task(s)/Deliverables.

Task	Planned Due Date	Actual Date	Variance

Comments

Identify and describe the reason(s) for variances from the scope and/or schedule baselines.

This <insert task(s)/Deliverable(s) name(s)> is:

- ☐ Approved as is.
☐ Approved with changes (Please describe the proposed/required changes below.)
☐ Denied - Does not meet expectations (Please explain the reason for denial.)

APPROVAL SIGNATURES

Contractor's Contract Manager:		CAL FIRE Contract Manager:	
Printed Name:		Printed Name:	
Date Signed:		Date Signed:	



Attachment 1 - Cover Letter

The submission of this bid does not obligate the CAL FIRE to fund the proposed Agreement. If the bid is approved for funding, an Agreement will be executed between CAL FIRE and the Bidder. When funding is authorized, the Bidder will be expected to adhere to the terms of the executed contract.

The undersigned Bidder hereby proposes to furnish all labor, materials, tools, and equipment, to provide services in accordance with the specifications and provisions received with the RFQ-ITS.

1. Full Legal Name of Bidder's Organization:

2. Mailing Address:

Street City State Zip

Telephone Fax Email

2. Federal Taxpayer Identification Number:

4. Principal who is authorized to bind the company:

Typed Name Title

Original Signature Date

5. Bidder's contact person shall be:

(Name and Phone Number)



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Attachment 2 - Payee Data Record Form Std. 204

All Bidders must complete the Std. 204 Payee Data Record form and include it with the bid response. <https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf>



Attachment 3 - Customer Reference Form

The Bidder must provide three (3) customer references for services it has performed within the past three (3) years that are similar in size, scope, and type of service as specified in this RFQ-ITS. Complete this form for each client reference.

Bidder's Name:
Subcontractor that provided the services (if other than the bidder):
Company/Organization:
Contact:
Address:
Telephone:
E-mail:
Project Name and/or Description:
Bidder or Subcontractor's involvement:
Start Date (mm/dd/yyyy):
End Date (mm/dd/yyyy):
Project Dollar Amount:
Describe experience for this project as it relates to the experience requirements for this solicitation. The description of the project must be detailed and comprehensive enough to permit CAL FIRE to assess the similarity of those projects to the work anticipated in the award of an Agreement resulting from this procurement.



Attachment 4 - Confidentiality Statement

As an authorized representative and/or corporate officer of the company named below, I warrant my company and its employees will not disclose any documents, diagrams, information, and information storage media made available to us by CAL FIRE for the purpose of responding to RFQ-ITS 26-0044 or in conjunction with any contract arising there from. I warrant that only those employees who are authorized and required to use such materials will have access to them.

I further warrant that all materials provided by CAL FIRE will be returned promptly after use and that all copies or derivations of the materials will be physically and/or electronically destroyed. I will include with the returned materials, a letter attesting to the complete return of materials, and documenting the destruction of copies and derivations. Failure to so comply will subject this company to liability, both criminal and civil, including all damages to the State and third parties. I authorize CAL FIRE to inspect and verify the above.

I warrant that if my company is awarded the contract, it will not enter into any agreements or discussions with a third party concerning such materials prior to receiving written confirmation from CAL FIRE that such third party has an agreement with CAL FIRE similar in nature to this one.

(Signature of Representative)

(Date)

(Typed name of Representative)

(Typed name of Company)



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Attachment 5 - Bidder Declaration (GSPD-05-0105)

All Bidders must complete the Bidder Declaration GSPD-05-105 and include it with the bid response.

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



Attachment 6 - Commercially Useful Function (CUF) Certification

IF CLAIMING SB/DVBE STATUS, BIDDER MUST COMPLETE THE CUF FORM.

Company Name: _____

Sub-agreement Name (submit one form for each Small Business/Disabled Veteran Business Enterprise (prime and/or sub-agreement(s)): _____

Mark all that apply:

DVBE: ☐ SB: ☐ Micro Business (MB): ☐ N/A: ☐

All certified SB, MB, and/or DVBE Agreements, sub-agreements or suppliers must meet the CUF requirements under Government Code Section 14837 (for SB), Military and Veterans Code Section 999 (for DVBE), and Title II California Code of Regulations, Section 1896.4 and 1896.62.

Answer questions 1-5 below, as they apply to your company for the goods and/or services being acquired in this solicitation. A California certified SB, MB, or DVBE business must be deemed to perform a CUF by meeting **ALL** of the following CUF requirements for Agreement award consideration.

1.	Is responsible for the execution of a distinct element of the resulting Agreement.	Yes ☐	No ☐
2.	Carries out its obligation by actually performing, managing, or supervising the work involved.	Yes ☐	No ☐
3.	Performs work that is normal for its business services and functions.	Yes ☐	No ☐
4.	Is responsible, with respect to products, inventories, materials, and supplies required for the Agreement, for negotiating price, determining quality and quantity, ordering, installing, if applicable, and making payment. If this is a SERVICE with NO goods involved, check N/A and go to #5.	Yes ☐	No ☐ or N/A ☐
5.	Is not further subcontracting a portion of the work that is greater than that expected to be subcontracted by normal industry practices.	Yes ☐	No ☐

If the answer to any of the five (5) questions is "NO" (except for #4 when marked with "N/A"), may result in your Offer being deemed non-responsive.

The Contractor must provide a written statement below detailing the role, services, and goods the subcontractor(s) will provide to meet the CUF requirement.

At the state's option prior to award, the Contractor may be required to submit additional written clarifying information.

By signing this form, the undersigned Contractor certifies that the certified SB or DVBE satisfies the CUF requirement, and will provide the role, services, and/or goods stated above.

Contractor Signature: _____



Attachment 7 - Disabled Veteran Business Enterprise Declarations (STD 843)

All Bidders claiming Disabled Veteran Business Enterprise status must complete the DGS PD 843 form and include it with the bid response.

https://www.documents.dgs.ca.gov/dgs/fmc/gs/pd/pd_843.pdf



Attachment 8 - UNRUH/FHEA, California Civil Rights Laws Certification

If the bid amount is one hundred thousand dollars (\$100,000) or more, the Bidder must submit the California Civil Rights Laws Certification Attachment with bid response.

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



Attachment 9 – Iran Contracting Act Verification Form

If the bid amount is one million dollars (\$1,000,000.00) or more, the Bidder must submit the Iran Contracting Act Verification Form with bid response.

https://www.dgs.ca.gov/-/media/Divisions/PD/PTCS/OPPL/SCM/Iran_Contracting_Act_Verification_Form.pdf



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Attachment 10 – Resumes

Bidders must submit resumes for all staff proposed to work on the contract as Attachment 10.