

Request for Proposal (RFP) – Secondary Method

FOR

Volunteer Infrastructure

Solicitation No. RFP #CV20-105

November 12, 2020

State of California



1400 10th Street, 2nd Floor
Sacramento, CA 95814

Emailed Proposals Due to Kaitlin.Meyer@cv.ca.gov

No Later Than:

Monday, November 30, 2020
by 5:00 PM Pacific Standard Time (PST)

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BACKGROUND

California Volunteers, Office of the Governor is the state office tasked with engaging Californians in service, volunteering and civic action to tackle our state's most pressing challenges while lifting all communities.

From the California Climate Action Corps, the country's first statewide climate corps program, to the #CaliforniansForAll service initiative launched in response to COVID-19 to establish a volunteer corps to support the state's response to emergencies and disasters, California Volunteers plays an integral role in tackling the state's problems.

Led by the state's Chief Service Officer, Josh Fryday, California Volunteers is supported by a bipartisan 25-member Commission and a team of experts driven by a mission to empower and mobilize all Californians to volunteer and serve in their communities.

In addition to responding to critical issues and challenges facing our communities, including COVID-19, California Volunteers is looking to build a robust statewide volunteer infrastructure. California Volunteers will be developing this statewide infrastructure through strategic investments and initiatives, building a volunteer network that can be leveraged to respond to disasters, address community-specific challenges, or meet the pressing and emerging needs of our state. Part of this strategy is the California Climate Action Corps program. Launched in September, CCAC is a statewide corps focused on engaging all Californians around climate change and mitigation efforts. From one-time opportunities to ongoing service, CCAC is built on a collective impact model that recognizes our efforts can be magnified through strategic investments, partnerships, and service. Most notably, this program will be deploying over 100 Californians through structured service opportunities around the state, working with critical partners to build community-driven climate change solutions.

Historically, this statewide volunteer infrastructure was not funded. However, as we are seeing with the current reality of COVID-10, volunteers are stepping up to work at food banks, support shelters, donate blood, check in on their neighbors, deliver meals and groceries, and care for those left most vulnerable by the pandemic. Therefore, California Volunteers intends to build a volunteer engagement and coordination framework that can support volunteer efforts and initiatives both during and outside of disasters.

PURPOSE OF THIS REQUEST FOR PROPOSALS

The purpose of this RFP is to identify and award Proposer, a qualified and experienced firm, that will develop and implement coordinated volunteer management strategies to support California Volunteers during development and launch of the California Climate Action Corps, as well as the volunteer infrastructure associated with additional California Volunteers campaigns, including #CaliforniansForAll. Up to \$100,000 is available to support this investment.

Proposer will work with California Volunteers to develop a strategic approach to volunteer management development and volunteer engagement. The outcome for this initiative will be the framework within which civil society and local

communities will have the capacity to support needs at the community level, and foundation for building a long-term service and volunteerism infrastructure in the state around critical issues, including climate change and disaster response.

No work shall begin until approval by the Department of General Services, Office of Legal Services (DGS-OLS) is obtained, if contract approval is required.

Work will continue through June 30, 2021.

BIDDER ADMONISHMENT

This RFP is being conducted under the policies & procedures developed by the State of California's Department of General Services as provided under Public Contract Code Section 12102 et seq. This RFP contains the instructions governing the requirements for a firm quotation to be submitted by interested bidders. The format that bid information is to be submitted and the material to be included therein follows. This RFP also addresses the requirements that bidders must meet to be eligible for consideration, as well as addressing bidders' responsibilities before and after installation.

SCOPE OF WORK

Through this contract:

Tasks/Deliverables	Estimated Timeframe
Start of Contract	January 1, 2021
Daily Check In Calls	Daily Through the Period of the Contract
Weekly Report Out to Executive Team	Weekly, Through the Period of the Contract
California Climate Action Corps Report & Recommendations	March 31, 2021
Volunteer Infrastructure Report & Recommendations	June 2021
End of Contract	June 30, 2021

- Volunteer Infrastructure Deliverable:
 - The proposer will provide a timeline and plan to meet the deliverables outlined below.
 - The proposer will outline a plan and include all policies and procedures associated with the development of a volunteer infrastructure plan for the state of California. This plan must include recommendations for strategies to engage Californians.
 - Oversee all coordination associated with the volunteer infrastructure, including calls, team coordination, communications, etc.

- Establish and report on key volunteer infrastructure partnerships (advisors, nonprofits, businesses, volunteer centers, media partners)
- Provide volunteer strategy updates on a weekly basis, with a report on a monthly basis, of identified/developed volunteer metrics.
 - Establish key metrics for the overall volunteer strategy and engagement campaign (volunteers recruited, hours served, media impressions, and other impact metrics).
- California Climate Action Corps Deliverables:
 - Develop and implement the strategy for the California Climate Action Corps program.
 - Oversee all coordination associated with the California Climate Action Corps, including calls, team coordination, communications, etc.
 - Establish and report on key California Climate Action Corps partnerships (advisors, nonprofits, businesses, volunteer centers, media partners)
 - Oversee outreach and management of city-based initiatives and projects.
- Coordinate with the California Volunteers communications, web, and data teams to ensure effective collection of volunteers and seamless connection to opportunities to serve

Minimum Qualifications for Proposers

- Proposer will bring the following competencies considered minimum qualifications for vendors:
 - Proposer must have 7-10 years of experience working in volunteer and nonprofit engagement.
 - Proposer has experience working with nonprofits, specifically on nonprofit capacity building and volunteer generation.
 - Proposer must have the ability to work extensively with nonprofits and project partners located throughout California.
 - Proposer must have been in existence a minimum of five years at the time of proposal submission.
 - Proposer must have as a core competency demonstrated direct experience developing and implementing complex volunteer programs for a wide variety of organizations.
 - Adequate and appropriately experienced staffing must be in place to successfully carry out this program, or the organization must demonstrate the ability and commitment to contract with paid and/or pro bono

staffing to do so. It is anticipated that the workload associated with this project would require a full-time commitment through the period of the contract.

- o Proposer must have demonstrated expertise in the development and delivery of comprehensive curriculum related to volunteer management.

Additional Requirements and Reporting

In addition to the above activities, the Proposer will perform the following:

- Work closely with California Volunteers' lead project supervisor to discuss priorities, timelines, outcomes, and deliverables.

GENERAL CALIFORNIAVOLUNTEERS ROLES AND RESPONSIBILITIES

- Participate as a partner in volunteer infrastructure strategy and creative development
- Approve final versions of volunteer infrastructure strategy and development for implementation
- Provide administrative oversight
- Process invoices.

KEY ACTION DATES

Below is the time schedule for this RFP. The California Volunteers reserves the right to modify or cancel the RFP and/or change dates and times at its sole discretion, prior to the date fixed for submission of proposals, by the issuance of an addendum that will be posted in the California eProcure system of the State of California at: [Cal eProcure](#). Any questions regarding the RFP can be emailed to Kaitlin.Meyer@cv.ca.gov during the timer period identified below in the Key Action Dates table.

Event	Date
RFP Available to prospective proposers	11/12/2020, Tuesday
RFP Question & Answer (Q&A) Period Open	11/13/2020, Thursday
RFP Q&A Deadline	11/25/2020, Wednesday
Deadline for Proposals to be Received by CV	11/30/2020, Monday, 5:00 PM PST
Proposal Opening, Evaluation and Scoring	12/1/2020, Tuesday
Notice of Intent to Award	12/4/2020, Monday
Proposed Award Date	12/11/2020, Friday
Anticipated Project Start Date	01/04/2021, Monday
End Date	06/30/2021, Wednesday

Expected start date is contingent upon California Volunteers and Proposer agreement

of final contract terms, and upon contract approval from the California Department of General Services (DGS) if contract approval is required.

PROPOSAL INSTRUCTIONS

Completing and Submitting the Proposal

To simplify our review process, we ask that you comply with the format and content requirements detailed in this section. Resumes, samples of work, and letters of support are the only exceptions to this requirement. Proposals which are clear and succinct, and do not substitute length for substance, will be most favorably received.

Due to the COVID-19 pandemic, we are only accepting proposals electronically via email. Please email, as one unified PDF, to Kaitlin.Meyer@cv.ca.gov. Correlate major sections of your proposal with the proposal narrative instructions below:

PROPOSAL NARRATIVE INSTRUCTIONS & SELECTION PROCESS (Up to 10 double-spaced pages, 12-pt font)

Technical Points (115 points total possible)

The Technical scoring of proposals will measure against the Work Plan (addressing the Proposer Qualifications). A minimum of 100 points must be achieved in this phase to be considered responsive.

Rating/Scoring Criteria	Scoring
1) An overview of the Proposing organization, including but not limited to response to Proposer Qualifications listed below:	TOTAL: 40 points
a) Proposer must have 7-10 years of experience working in volunteer and nonprofit engagement.	15 points
b) Proposer has experience working with nonprofits, specifically on nonprofit capacity building and volunteer generation.	10 points
c) Proposer must have as a core competency demonstrated direct experience developing and implementing complex volunteer programs for a wide variety of organizations.	5 points
d) The Proposer has demonstrated expertise in development and delivery of comprehensive curriculum related to volunteer management.	10 points
2) Work Plan & Response to the Scope of Work: Identification of each major task, timeline and specific milestones by which progress can be measured and payments made, as identified previously in the Scope of Work.	TOTAL: 60 Points

3) A list of all personnel who will be working on the project including their titles and job descriptions, and including response to Proposer Qualifications listed below: a) Adequate and appropriately experienced staffing are in place to successfully carry out this program, or the organization must demonstrate the ability and commitment to contract with paid and/or pro bono staffing to do so. This includes program development and implementation staff, in addition to administrative and support staff.	TOTAL: 15 Points
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The Total Technical Proposal score is calculated as follows (this is an example only):

- Proposer 1 105 points
- Proposer 2 99 points
- Proposer 3 90 points
- Proposer 4 80 points

Cost/Budget Points (25 points total possible)

Proposers may receive a maximum of 25 cost points. This criterion allows staff to evaluate and compare the budgets of each proposal relative to those of its competitors. The budgeted amount is the maximum allowable amount for this contract in accordance with the State Contracting Manual, Vol. 1, Section 5.25. Each proposer must have completed and submitted Attachment 13, Contractor Cost Sheet. Any proposals submitted that are over the expected expenditure/budgeted amount will be disqualified.

Each Proposer's cost score will be calculated based on the ratio of the lowest cost proposal to the Proposer's cost, multiplied by the maximum number of cost points available, as shown in the calculation below:

$$\frac{(\text{Lowest Total Cost Proposal}) \times (25 \text{ Total Cost Points Possible})}{\div \text{ Proposer Total Cost}}$$

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 (25 Points Possible)

PROPOSER	GRANT TOTAL COST	CALCULATION	COST POINTS AWARDED

1	\$34,500	$\frac{35,000 \times 25}{34,500}$	25
2	\$45,000	$\frac{35,000 \times 25}{45,000}$	19.40
3	\$40,000	$\frac{35,000 \times 25}{40,000}$	21.88

Final Scoring Methodology

PROPOSER	TECHNICAL SCORE (OUT OF 115)	COST SCORE (OUT OF 25)	TOTAL POINTS
1	105	25	130
2	99	19.40	118.40
3	90	21.88	111.88

In this case the highest scored proposal is from Proposer 1, and Proposer 1 would be the intended awardee.

Administrative Evaluation (Pass/Fail)

During the Administrative Requirements Evaluation, California Volunteers will determine

whether the Proposer meets the Minimum Qualifications and is therefore responsible. Only the proposals submitted by responsible Proposers will be evaluated in subsequent Phases. Each proposal will be checked for completeness of all required information and to ensure that the Proposer meets the Minimum Qualifications in conformance with the submission requirements. If the Bidder Declaration form is absent from the proposal submission, the proposal will not pass the administrative evaluation and will not proceed to further scoring. Proposers must ensure that they have included all required attachments.

During this Administrative Evaluation, if an item is unclear or needs further clarification, Proposers may be requested to provide additional clarification and/or documentation, with the exception of the Bidder's Declaration form; this form cannot be submitted after the proposal due date and time as this has the potential to affect the scoring of the evaluation. If the Bidder's Declaration form is not provided, the proposal will be deemed non-responsive for the material deviation and will not continue in the evaluation process. The Minimum Qualifications will be scored on a pass/fail basis. Those who meet the Minimum Qualifications will move on to the Technical Evaluation.

SUBMISSION OF PROPOSAL

- Proposals should provide straightforward and concise descriptions of the Proposer's ability to satisfy the requirements of this RFP. The proposal must be complete and accurate. Omissions, inaccuracies or misstatements may be cause for rejection of a proposal.

- Proposals should be emailed to Kaitlin.Meyer@cv.ca.gov. **The email must have the RFP number in the subject line and the file must be titled with the RFP number and proposer name (For example: CV20-105-PROPOSER).**
- Hand delivered and mailed proposals are **not** allowed.
- Proposals must be submitted for the performance of all the services described herein. Any deviation from the work specifications will not be considered and will cause a proposal to be rejected.
- A Proposer may modify a proposal after its submission by withdrawing its original proposal and resubmitting a new proposal prior to the proposal submission deadline as set forth in the Key Action Dates. Proposal modifications offered in any other manner, oral or written, will not be considered.
- A Proposer may withdraw its proposal by submitting a written withdrawal request to the State, signed by the Proposer or an authorized agent. A Proposer may thereafter submit a new proposal prior to the proposal submission deadline.
- Proposals may not be withdrawn without cause subsequent to proposal submission deadline.
- The awarding agency may modify the RFP prior to the date fixed for submission of proposals by the issuance of an addendum to all parties who received a proposal package.
- More than one proposal from an individual, firm, partnership, corporation or association under the same or different names, will not be considered.
- No oral understanding or agreement shall be binding on either party.

AWARD AND PROTEST

The scores for each criterion, based on the above rubric are added to get a final proposal score. The proposal receiving the highest score will be awarded the contract. Each bidder will be notified thereafter. Notice of the contract award will be given to each proposer and will be posted for a period of five (5) business days at www.CaliforniaVolunteers.ca.gov.

If a proposer feels that the competition or award did not follow State law, a protest may be filed in writing with California Volunteers within 24-hour period (excluding Saturday, Sunday, and legal holidays) following the Notice to Award posting on (12/4/2020) at the address stated on cover page of this RFP. Within 5 days after filing the protest, the protesting proposer shall file with California Volunteers a full and complete written statement specifying the grounds for the protest. The bidder/protester must provide relevant facts and evidence to support their claim that includes citing pertinent laws, rules, regulations or procedures on which the protest is based. CV will stop any further action of the proposed contract award until resolution of the protest proposed award has occurred.

PROPOSER RESPONSIBILITIES

- Proposer should carefully examine the entire RFP, with special attention to the tasks and deliverables. Proposer shall investigate obstacles that might be encountered. No additions or increases to the amount will be made due to lack of careful examination of the requirements, tasks, and/or deliverables.
- Before submitting a response to this RFP, Proposer should review their response, correct all errors, and confirm compliance with the RFP requirements. It is the Proposer's responsibility to complete and submit all required attachments as listed in **Attachment 1, Proposal Checklist**.
- Costs incurred for developing proposals and in anticipation of award of the Agreement are entirely the responsibility of the Proposer and shall not be charged to CV.
- Proposer is responsible to review, read, understand, and comply in full with the State's General Terms and Conditions [GTC 04/2017](#) along with the Contractor's Certification Clauses [CCC 04/2017](#).
- The Proposer must provide evidence to show that members of the Proposer's project team possess the specific qualifications, competence, experience, resources, and business integrity necessary to carry out the work under the contract as expected. Examples of evidence include, but are not limited to resumes, bio sketches, letters of reference, and project summaries that highlight the team's specific experience. Proposer's must complete and submit **Attachment 2, Proposer References Form**. CV staff may contact references as part of the evaluation of proposals.
- The Proposer must own and operate a legitimate business. Prior to the date of Agreement award, the Proposer must be registered and in good standing with the California Secretary of State, if such registration is required by California law. Evidence of registration shall be submitted with the proposal.
- In the event that any license(s) and/or permit(s) expire at any time during the term of the Agreement, Proposer agrees to provide CV a copy of the renewed license(s) and/or permit(s) within thirty (30) days following the expiration date. In the event the Proposer fails to keep in effect at all times all required license(s) and permit(s), the State may, in addition to any other remedies it may have, terminate the Agreement upon occurrence of such event.
- It is unlawful for any person engaged in business within this state to sell or use any article or product as a "loss leader" as defined in section 17030 of the Business and Professions Code.
- The Proposer must complete, sign and submit to CV page one (1) of **Attachment 3, Payee Data Record (STD 204)**, or the form can be obtained via the internet by clicking [STD 204](#) or at [DGS Website](#). The purpose of this form is to determine if the selected Proposer is subject to state income tax withholding pursuant to

California Revenue and Taxation Code Sections 18662. No payment under this Agreement shall be made unless a completed STD 204 has been returned to CV.

- The Proposer must complete, sign and submit to CV page one (1) of **Attachment 4, Contractor Certification Clauses (CCC 04/2017)**, or the form can be obtained via the internet by clicking CCC 04/2017(Need new link)or at [DGS Website](#).
- The Proposer must complete, sign and submit to CV the **Attachment 5, California Civil Rights Laws Certification (DGS OLS 04)**, or the form can be obtained via the internet by clicking [DGS OLS 04](#) or at [DGS Website](#).
- The Proposer must complete, sign, and submit to CV the **Attachment 6, Darfur Contracting Act Certification**, as applicable. The form can be obtained via the internet by clicking [Darfur Contracting Act Certification](#) or at [DGS Website](#).
- The Proposer must complete, sign, and submit to CV the **Attachment 7, Iran Contracting Act Certification**, as applicable. The form can be obtained via the internet by clicking [Iran Contracting Act Certification](#) or at [DGS Website](#).
- The Proposer must complete, sign and submit to CV the **Attachment 8, Bidder Declaration (GSP 05-105)**, or the form can be obtained via the internet by clicking [GSPD 05-105](#) or at [DGS Website](#). **PROPOSAL WILL NOT BE ACCEPTED IF THIS REQUIRED FORM IS NOT INCLUDED WITH THE PROPOSAL SUBMISSION.**

SIGNATURE

- All documents requiring signatures contained in the original proposal package must have original signatures.
- Only an individual who is authorized to bind the proposing firm ("Firm") contractually shall sign the required Cover Letter for the proposal. "Firm" is defined as the business entity. The signature must indicate the title or position that the individual holds in the Firm. An unsigned proposal may be rejected.

DISPOSITION OF PROPOSALS

- Upon proposal opening, all documents submitted in response to this RFP will become the property of the State of California and will be regarded as public records under the California Public Records Act (Government Code section 6250, et seq.) and subject to review by the public. The State cannot prevent the disclosure of public documents.

SOCIO-ECONOMIC AND PREFERENCE PROGRAMS

1. Disabled Veteran Business Enterprise (DVBE) Incentive

This solicitation does not require a minimum amount of DVBE participation. However, you are strongly encouraged either to become certified, if eligible, or to subcontract a portion of the work to a certified DVBE. If a prime bidder is a certified DVBE or commits to subcontracting with DVBE(s), the bid may be eligible to receive a bid preference provided that the DVBE provides a commercially useful function as

defined in California Code of Regulations, Title 2, section 1896.61 (I). For evaluation purposes only, the State shall apply an incentive to bids that propose California certified DVBE participation as identified on **Attachment 8, Bidder Declaration GSPD-05-105**, and confirmed by the State. See **Attachment 9, CA DVBE Bid Incentive Instructions** for more information. Proposers claiming the DVBE incentive must complete **Attachment 10, Disabled Veteran Business Enterprise Declarations (STD 843)**, or the form can be obtained via the internet by clicking [STD 843](#) or at [DGS Website](#). The incentive amount varies in conjunction with the percentage of DVBE participation offered. The minimum requirement is 1% with a maximum of 5% DVBE participation and the incentive will be equal to the participation offered as defined below in *Table 4: DVBE Incentive*:

Table 4: DVBE Incentive

Confirmed DVBE Participation of:	DVBE Incentive:
1% to 1.99% inclusive	1%
2% to 2.99% inclusive	2%
3% to 3.99% inclusive	3%
4% to 4.99% inclusive	4%
5% or higher	5%

Additional information can be found at:
[DGS Procurement Division Website](#)

2. Small Business (SB) Preference

This solicitation does not require a minimum amount of SB participation. However, you are strongly encouraged either to become certified, if eligible, or to subcontract a portion of the work to a certified Small Business (SB) or Micro Business (MB). This preference can apply to Small Businesses or Micro Businesses that are certified with the Department of General Services. If Proposer is claiming the 5% certified SB preference, or is committing to subcontract 25% or more of their net bid price to one of more certified SB or MB, then the Proposer must list firm names on **Attachment 8 (Bidder Declaration GSPD-05-105)** and attach a copy of the certification(s).

Additional information can be found at: [DGS Procurement Division Website](#).

Questions regarding the certification approval process or the SB program should be directed to the Department of General Services, Procurement Division at (800) 559-5529 or (916) 375-4940. For the 24-Hour Recording & Mail Request call (916) 322-5060.

3. Commercially Useful Function (CUF) Documentation

All Proposers, including subcontractor(s), that are doing business with the State and

are certified as a SB and/or DVBE, must perform a CUF and shall meet the CUF requirements under GC section 14837(d) (4)(A) (i-v) (for SB) and Military and Veterans Code section 999(b)(5)(B)(i) (I-V) (for DVBE). **Attachment 12, Commercially Useful Function Documentation** must be completed and included in the response packet. (If the Proposer is not a certified SB/DVBE and is not subcontracting with an SB/DVBE, please place "N/A" on the document and submit as part of the Proposal).

4. Preference and Incentive Scoring

Proposer must fill out and submit Attachment 8, Bidder Declaration. If the primary contractor or any of the subcontractors are a Micro Business (MB), Small Business (SB), or Disabled Veteran Business Enterprise (DVBE) who is certified with the Department of General Services – then a copy of the certification(s) must be submitted in the proposal. Bidders who fail to provide proof of certification may not qualify for preference and/or incentive points.

DVBE Incentive Points are factored by multiplying a Proposer's DVBE participation commitment percentage (%) by the total possible points that could be awarded (see *Table 5: Preference and Incentive Score Sample* below). This amount is then added to the Proposer's total points. In the *Table 5* sample below, Proposer B received a 60- point incentive (5% commitment x 1,200 total points available), which was added to its total points resulting in its proposal ranking as first in line for award.

Proposer C's 2% commitment resulted in its receiving 24 incentive points, and making its proposal rank as second in line for award.

The SB preference is calculated by multiplying 5% of the highest scoring Non-Small Business (NSB) Proposer, and adding those points to SB Proposers and NSBs subcontracting 25% or more to a SB. In the *Table 5* sample below, the calculation is based on Proposer B's 1,155 points x .05 resulting in 57.75 additional points added to the certified SBs (A and C).

Table 5: Preference and Incentive Score Example

This serves as an example only, for the RFP Secondary High Score Method. The points below are not specific to this RFP and are being used as an example only. Actual points for this RFP can be found in *Section: Proposal Narrative Instructions & Selection Process*

Available points example using sliding scale:

Category of Points	Possible Points
Technical	840
Cost	360
TOTAL	1200

Possible maximum 60 points DVBE incentive calculated as follows:

Confirmed DVBE Participation	Possible Points
1% to 1.99% inclusive	1% x 1200 = 12
2% to 2.99% inclusive	2% x 1200 = 24
3% to 3.99% inclusive	3% x 1200 = 36
4% to 4.99% inclusive	4% x 1200 = 48
5% or higher	5% x 1200 = 60

High score method example results:

Proposer	A	B	C
Responsive/ Responsible	Yes	Yes	Yes
Total Points	1050	1155	1125
Eligible Preference	SB	None	SB
SB Preference Points	57.75	0	57.75
Applied Subtotal	1107.75	1155	1182.75
Ranking	3	2	1

Proposer	A	B	C
Confirmed DVBE Participation	No (0%)	Yes (5%)	Yes (2%)
Incentive Points Applied	None	60	24
Adjusted Points	1107.75	1215	1206.75
Final Ranking	3	1	2

PROJECT REPRESENTATIVES

Project Contacts:

State Agency: California Volunteers	Contractor:
Name: Marlissa Hernandez	Name:
Address: 1400 10 th Street, 2 nd Floor, Sacramento, CA 95814	Address:
Phone: 916.323.7646	Phone:
Email: Marlissa.Hernandez@cv.ca.gov	Email:

Direct all Contracting inquiries to:

State Agency: California Volunteers	Contractor:
Section/Unit: Finance & Admin	Section/Unit:
Attention: Kaitlin Meyer	Attention:
Address: 1400 10 th Street, 2 ND Floor, Sacramento, CA 95814	Address:
Phone: 916.323.7646	Phone:

Email: Kaitlin.Meyer@cv.ca.gov	Email:
Fax: 916.558.3185	Fax:

Direct all Financial Inquiries to:

State Agency: California Volunteers	Contractor:
Section/Unit: Finance & Admin	Section/Unit:
Attention: Amelyn Tadeo	Attention:
Address: 1400 10th Street, 2 ND Floor, Sacramento, CA 95814	Address:
Phone: 916.323.7646	Phone:
Email: Amelyn.tadeo@cv.ca.gov	Email:
Fax: 916.558.3185	Fax:

ATTACHMENTS

The following list of attachments are included with this RFP as separate documents. See attachment files in the solicitation.

1. PROPOSAL CHECKLIST
2. PROPOSER REFERENCES FORM
3. PAYEE DATA RECORD FORM (STD 204)
4. CONTRACTOR CERTIFICATION CLAUSES (CCC 04/2017)
5. CALIFORNIA CIVIL RIGHTS LAW CERTIFICATION
6. DARFUR CONTRACTING ACT CERTIFICATION
7. IRAN CONTRACTING ACT CERTIFICATION
8. BIDDER DECLARATION FORM (GSPD-05-105)
9. CA DVBE BID INCENTIVE INSTRUCTIONS
10. DVBE DECLARATION (STD 843)
11. COMMERCIALY USEFUL FUNCTION DOCUMENTATION
12. CONTRACTOR COST SHEET
13. VOLUNTARY STATISTICAL DATA SHEET
14. DRAFT STANDARD AGREEMENT (STD 213)
15. SCOPE OF WORK TEMPLATE