

ATTACHMENT 1

RFQ SUBMISSION ATTACHMENT CHECKLIST

Complete this checklist to confirm the items in your RFQ Submission. Place a check mark or "X" next to each item that you are submitting to the State. This checklist should be returned with your submission.

<u>Attachment</u>	<u>Required</u>	<u>Attachment Name/Description</u>
_____ Attachment 1	YES	RFQ Submission Attachment Checklist
_____ Attachment 2	YES	Certification Sheet
_____ Attachment 2A	YES	Registration with California Department of Industrial Relations
_____ Attachment 3	YES	Payee Data Record (STD 204)
_____ Attachment 4A	YES	Copy of Architect License issued by the State of California
_____ Attachment 4B	YES	Copy of Certified Asbestos Consultant (CAC)
_____ Attachment 5	YES	California Civil Rights Laws Attachment
_____ Attachment 6	YES	Bidder Declaration GSPD-05-105
_____ Attachment 7	YES	DVBE Declarations (Std. 843)
_____ Attachment 8	YES	Contracting Act Certification – Darfur
_____ Attachment 9	YES	Iran Contracting Act Certification

The following attachment is included in the RFQ as reference only and should **not** be included in the submission.

<u>N/A</u> Attachment 10	NO	Sample Contract Documents - Standard Agreement (STD 213), Sample Task Order for A&E Services (CV 016), STD 215 Agreement Summary, and Exhibits
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NOTE: FIRM IS TO SUBMIT ONE ORIGINAL and 1 COPY, and One PDF FILE OF THE RFQ SUBMISSION

ATTACHMENT 2

CERTIFICATION SHEET

This Certification Sheet must be signed and returned along with all the "required attachments" as an entire package with original signatures.

- A. All required attachments, as applicable, are included with this certification sheet.
- B. I have read and understand that DVBE participation is not a requirement of receiving this contract, although DVBE participation is encouraged.
- C. The signature affixed hereon and dated certifies compliance with all the requirements of this document. The signature below authorizes the verification of this certification.

NOTE: AN UNSIGNED CERTIFICATION SHEET MAY BE CAUSE FOR REJECTION

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

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

ATTACHMENT 2A

A Firm must provide proof of current registration with the California Department of Industrial Relations. This information can be obtained [here](#).

ATTACHMENT 3
PAYEE DATA RECORD

A Firm must complete the *Payee Data Record form STD 204*, this form can be located [here](#).

If you do not have Internet access, a hard copy can be provided by contacting the Acquisition Analyst listed on the Notice to Prospective Firms.

The completed Payee Data Record STD 204 must be included in the submission, noted as Attachment 3.

ATTACHMENT 4A

COPY OF ARCHITECT LICENSE

ATTACHMENT 4B

COPY OF CERTIFIED ASBESTOS CONSULTANT (CAC)

ATTACHMENT 5

A Firm must complete the *California Civil Right Laws Attachment* form, this form can be located [here](#).

If you do not have Internet access, a hard copy can be provided by contacting the Contract Analyst listed on the Notice to Prospective Firms.

The completed California Civil Right Laws Attachment must be included in the submission, noted as Attachment 5.

ATTACHMENT 6

BIDDER DECLARATIONS

A Firm must complete the *Bidder Declaration, Form GSPD-05-105*, the form can be located [here](#).

If you do not have Internet access, a hard copy can be provided by contacting the Contract Analyst listed on the Notice to Prospective Firms.

Documentation of the Bidder Declaration must be included in the submission, noted as Attachment 6.

ATTACHMENT 7

DVBE DECLARATIONS

If a DVBE is being used, a *Std. 843, Disabled Veteran Business Enterprise Declarations*, must be completed. The form can be located [here](#).

If you do not have Internet access, a hard copy can be provided by contacting the Acquisition Analyst listed on the Notice to Prospective Firms.

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No DVBEs will be used on this contract.

ATTACHMENT 8
DARFUR CONTRACTING ACT

See [DGS Procurement Division Forms website for Darfur Contracting Act Attachment](#).

ATTACHMENT 9

IRAN CONTRACTING ACT CERTIFICATION

(Public Contract Code sections 2202-2208)

The California Department of General Services (DGS) Iran Contracting Act Certification ensures that vendors bidding on state contracts of \$1,000,000 or more are not engaged in prohibited investment activities in Iran's energy sector. Vendors must verify their compliance by filling out the official DGS form available [here](#).