

ATTACHMENT 1 – REQUIRED ATTACHMENTS & MANDATORY BUSINESS DOCUMENTS CHECK LIST

A complete bid package will consist of the items identified below. Complete this checklist to confirm the items in your bid. Place a check mark or “X” next to each item that you are submitting to the State. **For your bid to be responsive, all applicable required attachments (forms), mandatory business documents (if applicable) and proposal requirements must be included with your bid package all in PDF except the Cost Proposal Worksheet which must be in Excel.**

Bidder Name: _____

REQUIRED ATTACHMENTS (in PDF)	
Checkmark or N/A	
	Attachment 1: Required Attachments and Mandatory Business Documents Checklist
	Attachment 2: Bidder/Proposer Certification Sheet
	Attachment 3: Bidder Declaration GSPD-05-105
	Attachment 4: Confidentiality Statement
	Attachment 5: Cost Proposal Worksheet (must be submitted in Excel)
	Attachment 6: Darfur Contracting Act
	Attachment 7: Individual & Sole Proprietor (if applicable only)
	Attachment 8: Workers' Compensation Certification (if applicable only)
	Attachment 9: Payee Data Records STD 204
	Attachment 10: Contractor Certification Clauses CCC 04/2017
	Attachment 11: Gen AI Notification Clause & Reporting
	Attachment 12: Intellectual Property & Copyright Language Certification
	Attachment 13: DGS PD 843 DVBE Declaration (if applicable only)
	Attachment 14: Confirmation Letter Form DVBE Subcontractor (if applicable only)
	Attachment 15: Target Area Contract Reference Act (TACPA) – Preference Request STD 830 (if applicable)
	Attachment 16: TACPA: Bidder's Summary of Contract Activities and Labor Hours DGS/PD 526 (if applicable)
Reference Only	Attachment 17: Evaluation Plan & Scoring Rubric
Reference Only	Attachment 18: Commercially Useful Function (CUF) Evaluation Worksheet
Awarded Bidder Only	Attachment 19: Prime Contractor's Certification DVBE Subcontractor Report STD 817 (if applicable and upon completion of contract.)
Reference Only	Attachment 20: Standard Agreement STD 813 (awarded bidder only)

REQUIRED MANDATORY BUSINESS DOCUMENTS

(in PDF)

Checkmark or N/A

	Copy of the prime/bidder's California Small Business (SB) Certificate, if applicable.
	If applicable, copy of each subcontractor(s) California Small Business (SB) Certificate.
	Copy of prime/bidder's CA DVBE certification, if applicable.
	Copy of subcontractor's CA DVBE certification, if applicable.
	Copy of the bidder's registration with the California Secretary of State, if applicable
	Copy of IRS designation letter showing org has the 501(c)(3) federal tax-exempt status, if applicable.
	Copy of Joint Powers of Agreement, if applicable.
	Copy of the bidder's business license or business tax certificate, if applicable.
	Copy of the bidder's liability insurance coverage, if applicable.
	Other business document(s) as needed by CAC.

PROPOSAL REQUIREMENTS

(in PDF)

10-page limit not including Cover Letter, Table of Contents, CVs, Cost Worksheet, References, Required Attachment Forms and Mandatory Business Documents

Checkmark or N/A

	Relevant Organizational Experience
	Technical Assistance and Curriculum Development
	Staff Readiness and Workforce Development
	Panel/Panelist Operations and Participant Engagement
	Process Improvement Methodology
	Equity, Accessibility and Inclusion Approach
	Project Team Description and Experience (Include CVs per project team. Three-page limit each.)
	Work Plan/Timeline and Deliverables
	Cost Proposal Worksheet (Attachment 5 – submit in Excel)
	References (maximum of three) – Must be reachable. Company Name, Contact Person(s), Email(s) and Telephone Number(s)

END