

REQUEST FOR PROPOSALS – (SECONDARY METHOD)

Notice to Bidders

Date:	June 12, 2026	RFP Solicitation #:	CV26-100	Project Name:	College Corps Event Management and Support
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The Governor's Office of Service and Community Engagement (GO-SERVE), invites you to review and respond to this Request For Proposals (RFP) solicitation that uses the secondary high-score method. In submitting your proposal, you must comply with the instructions found herein.

Term Start Date:	August 17, 2026	Term End Date:	July 31, 2028	Total Contract Amount:	\$1,488,074.00
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PROJECT SUMMARY:

In service of California Volunteers' strategy to cultivate a Statewide Cohort Experience, building a shared sense of identity and purpose among thousands of diverse College Corps fellows from across California, the contractor will be responsible for end-to-end planning, logistics, and execution of 16 large-scale (up to 8 per year), in-person events hosted on college campuses statewide over a two-year period. The Contractor is responsible for venue procurement and coordination, vendor management, breakout session facilitator training, recruitment, support and tracking, attendee registration management, day of event staffing, catering, audiovisual and technology support, and full day-of event operations/ oversight.

The contractor will participate in an advisory group led by California Volunteers and comprised of College Corps program staff. This group will provide guidance on Mid-Year Leadership Workshop planning and programming, as well as strategies to increase Fellow attendance across all 50+ participating campuses.

Throughout the contract, the contractor will maintain a dedicated Project Manager as the primary client point of contact, oversee budget development and financial reporting across the full \$1,488,074.00 contract, and provide regular project status reporting, with a required minimum team of a Project Manager, Event Manager (responsible for event oversight and stage management during events), and Event Coordinator (responsible for day-of staff supervision and facilitator support and coordination).

For a complete detailed description of the scope of work, see Attachment 3, Drafted Standard Agreement.

Deadline for Receipt of Proposals:

Date:	July 3, 2026	Time:	5:00:00 PM PDT
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The deadline for Receipt of Proposals is strict. Proposals that are received one (1) second past the deadline for Receipt of Proposals date and time specified above and in the Key Action Dates table will be deemed late and non-responsive and be rejected. Under no circumstances will any

late proposals be accepted. The time of receipt is the time stamp on the email received by GO-SERVE's server so proposers should submit proposals as early as possible prior to the deadline.

Proposals must have the solicitation number in the subject line and be submitted electronically only via e-mail directly to the following e-mail address:

procurement@cv.ca.gov

Any attempts by a Proposer to initiate contact with any member of GO-SERVE staff, other than the GO-SERVE Contract Officer, regarding this RFP process may disqualify the Proposer from further consideration.

The designated GO-SERVE Contract Officer for this RFP Solicitation is:

Contract Officer: Paul Wong

Email: procurement@cv.ca.gov

Addendum 1 (6/15/2026): Attachment 2 – Notice to Bidders, Section F(5), Phase 5: Cost Evaluation section updated to reflect out of 60 points. Everything related to this section is now updated. This is to ensure the cost score is at least 30% of the total score to abide by the State Contracting Manual (SCM), Volume 1.

All sections previously mentioned four evaluation phases are now updated to reflect five evaluation phases.

Addendum 2 (6/19/2026): Webinar PowerPoint slide deck uploaded.

Webinar Zoom meeting can be viewed at

<https://californiavolunteers.app.box.com/s/ouz2ozt6lg8yvo1l4f125fc0ecyziff5>

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A. INTRODUCTION

This RFP solicitation includes information for the submission of your proposal. It is the responsibility of the Proposer to carefully read and follow all proposal requirements within this solicitation.

Compliance with the instructions within this solicitation is mandatory for your proposal to be considered for evaluation and award. Failure to comply with the instructions may cause your proposal to be deemed non-compliant and/or non-responsive, thus ineligible for award.

It is the opinion of GO-Serve, that this solicitation is complete and without need of explanation. However, if you have questions, notice any discrepancies or inconsistencies, or need any clarifying information, please submit your inquiries via e-mail to:

procurement@cv.ca.gov

Any verbal communication with a GO-Serve employee concerning this solicitation is not binding on the State and shall in no way alter a specification, term, or condition of the solicitation.

This solicitation is published online on the California State Government Marketplace (Cal eProcure) website. To view and ensure receipt of any addenda to this solicitation that may be issued, interested parties are encouraged to register online by clicking the following link [Cal eProcure](#).

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B. KEY DATES

Below is the schedule of key dates for this solicitation. GO-SERVE reserves the right to modify this solicitation by changing dates and times at its sole discretion, prior to the date fixed for the receipt deadline of proposals, by the issuance of an addendum that will be posted in Cal eProcure online system located at the following hyperlink: [Cal eProcure](#).

i. Table 1: Key Dates

KEY ACTION	DATE	TIME (Pacific Standard Time)
Solicitation Available to Prospective Proposers	June 12, 2026	-
Webinar	June 17, 2026	2:00:00 PM PDT
Written Questions Deadline	June 23, 2026	-
Posting of Questions & Answers	June 24, 2026	-
Deadline for Letter of Commitment	June 26, 2026	-
Deadline for Proposal <u>Receipt</u> by GO-SERVE	July 3, 2026	5:00:00 PM PDT
Estimated Completion of Evaluation of Proposals (avg. 5 business days)	July 17, 2026	-
Estimated Completion of Notice of Intent to Award (5 business days)	July 24, 2026	-
Estimated Completion of Contract Development and Approvals (avg. 3-5 business days)	July 29-31, 2026	-
Estimated Completion of DGS Review/Approval (avg. 5-10 business days)	July 30-August 14, 2026	-
Estimated Financial Approvals Received	July 30-August 14, 2026	-
Estimated Start Date (Upon DGS approval)	August 17, 2026	-
Project End Date	July 31, 2028	-

No work shall begin until approval by the Department of General Services, Office of Legal Services (DGS/OLS) is obtained, and GO-SERVE has informed the Contractor that the project can commence. The project will continue through the project end date identified above.

C. ELIGIBLE PROPOSERS

Public or private corporations, agencies, organizations, associations, or individuals may submit a proposal in response to this solicitation.

The Proposer must be legally constituted and qualified to do business within the State of California (registered with the [Secretary of State](#)). With the exception of Proposers whose legal status precludes incorporation (i.e. public agencies, sole proprietorships, and partnerships), those

that are not fully incorporated with the Secretary of State by the deadline for submitting proposals will be disqualified. The Proposer must supply a copy of either a California Business License or articles of incorporation.

The Proposer must also not be listed on either list of the [500 largest tax delinquencies](#) pursuant to the California Revenue and Taxation Code sections 7063 or 19195.

D. NOTICE OF STATE MANDATED REQUIREMENTS

1. Disabled Veterans Business Enterprise (DVBE) Participation

Per the [State Contracting Manual, Volume 1, Section 8.12\(B\)](#), “unless statutorily exempt, all contracts, regardless of amount, are subject to the DVBE requirement. Agencies may waive the requirement for an individual contract; however, agencies are still expected to meet the overall DVBE goal [3% of all dollars spent in a fiscal year] attainment at the end of the year. When an awarding agency decides to waive the DVBE requirement, this must be noted in the solicitation.”

If the 3% DVBE participation is not waived in the Table 2 below, then proposers must have a minimum of 3% participation as a part of their proposal. An incentive valued between 3% and 5% may be added to their scores.

If the 3% DVBE participation is waived in the Table 2 below, then a 1% to 5% incentive may be added to the proposer’s score that do have DVBE participation.

If both the 3% DVBE Participation and the DVBE Incentive are waived, then no DVBE Incentive points will be added to scores.

Proposals that have at least 3% participation by certified DVBE or is subbing out at least 3% of the work to a certified DVBE, would fulfill the 3% DVBE participation requirement.

2. Small Business (SB) Participation

If the 25% Small Business participation is not waived in the Table 2 below, then proposers must have a minimum of 25% participation as a part of their proposal.

If the 25% Small Business participation is waived in the Table 2 below, then a 5% preference will be added to the proposer’s scores that do have a minimum of 25% Small Business participation.

Proposals that have at least 25% participation by certified SB or is subbing out at least 25% of the work to a certified SB, would fulfill the 25% SB participation requirement.

Nonprofit Veteran Service Agencies (NVSA) can qualify for a small business preference if DGS/OSDS certifies that the NVSA meets the requirement of Military & Veteran Code § [999.50](#), et seq. Upon certification, an NVSA participating as a prime bidder is eligible for the 5% SB bidding preference. An NVSA is not subject to the same standards as other certified small businesses. NVSA standards are identified in Mil. & Vet. Code § [999.51\(a\)\(3\)](#).

ii. Table 2: Participation Requirements

Is this solicitation waiving the required minimum of 3% participation by a Disabled Veteran Business-Owned Enterprise (DVBE) that is certified with the California Department of General Services?	
☒ Not Waived	☐ Waived
Is this solicitation waiving the DVBE Incentive valued from 1% to 5%?	
☒ Not Waived	☐ Waived
Is this solicitation waiving the required minimum of 25% participation by a SB that is certified with the California Department of General Services?	
☒ Not Waived	☐ Waived

For more information on the socio-economic preference and incentive programs, see Section O of this document. Also see the State Contracting Manual Volume 1, Section 8.00 located at this online directory: <https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/State-Contracting>.

You can search for SB and/or DVBE entities by visiting the search engine at the [Cal eProcure](#) directory here:

<https://caleprocure.ca.gov/pages/PublicSearch/supplier-search.aspx?psNewWin=true>.

You can narrow your search of potential contractors by using specific keywords that may have been used throughout the Scope of Work of Attachment 3, Draft Standard Agreement.

Keywords used in your search may include but is not limited to *facilitation; event planning; communication; interpreting; printing; translation; technical assistance; planning; consulting; graphic design; etc.*

E. QUESTIONS / WEBINAR

1. Questions

All questions and concerns about this solicitation must be submitted in writing via e-mail, and must include the solicitation number in the subject line of the e-mail to be submitted directly to:

procurement@cv.ca.gov

A questions-and-answers document will be released on the RFP solicitation posting on [Cal eProcure](#).

2. Webinar

A webinar is scheduled to allow for public feedback for this solicitation. This allows members of the public to ask clarifying questions on the scope of work and the solicitation itself.

It can also be useful for potential contractors to identify other prospects that they may want to partner with for this work.

Attendance for the webinar is not mandatory but is highly encouraged.

Webinar (Optional Attendance)

Webinar Date:	June 17, 2026	Webinar Time:	2:00:00 PM PDT
Webinar Registration Link:	https://opr-ca.zoom.us/j/85302940242?pwd=aOLpULheKP1P2ODdCcpkgzF2nDbg9E.1		
Additional Information, if any:	The Pre-Proposal Webinar will provide prospective proposers with an overview of the College Corps Statewide Cohort Experience RFP and an opportunity to better understand the scope, expectations, timeline, and procurement process associated with this solicitation. Topics covered during the webinar may include, but are not limited to: • Overview of California Volunteers and the College Corps initiative • Overview of the Statewide Cohort Experience strategy and event goals • Scope of Work expectations and contractor responsibilities • Mid-Year Leadership Workshops and In-Person Peer Exchange meeting overview • Event management, logistics, staffing, and operational expectations • Advisory group participation expectations • Facilitator support and coordination expectations • Event materials development and accessibility requirements • Registration management, reporting, and evaluation expectations • Budget structure, direct cost expectations, and allowable expenditures • Minimum staffing and organizational capacity requirements • Proposal submission requirements and evaluation criteria • Contract timeline and anticipated deliverable schedule • Oral interview process, if applicable • Questions and answers regarding the RFP process and requirements Attendance at the Pre-Proposal Webinar is strongly encouraged but is not required in order to submit a proposal. Any clarifications or additional information provided during the webinar will be documented and shared with all registered proposers in accordance with the RFP process.		

F. EVALUATION FOR AWARD

This RFP is using the secondary method also known as the high-score method. In this method, technical quality of the services that are sought after is more important than cost alone. A contract award is made to the highest scoring proposal.

See the chart below that compares the RFP Primary and the RFP Secondary methods.

iii. Table 3: RFP Primary and Secondary Compared

CONSIDERATIONS	RFP PRIMARY	RFP SECONDARY
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When is this method typically used?	To obtain complex services in which professional expertise is needed and may vary. Where different methods and approaches may be applied during performance.	To obtain very complex and/or unique services in which professional expertise and methods may vary greatly. Creative or innovative approaches are needed.
Cost/value of services	\$5,000 or more	\$5,000 or more
Is public eProcure advertising required?	Required	Required
How award is made	Lowest-priced qualified responsible proposer	Highest-scored qualified responsible proposer
How the small business preference is applied	The bid of a certified small business is reduced for evaluation purposes only by 5% of the lowest cost offered by a non-small business proposer.	Certified small business will have its points increased by 5% of the total points awarded to the highest scored non-small business proposer.

This RFP solicitation has ~~five~~^{four} evaluation phases of proposals:

- Phase 1: Administrative (Pass/Fail)
- Phase 2: Minimum Qualifications (Pass/Fail)
- Phase 3: Technical Score (100 Possible Points)
- Phase 4: Oral Interview (40 Possible Points)
- Phase 5: Cost Score (~~60~~⁵⁰ Possible Points)

1. Phase 1: Administrative Evaluation (Pass/Fail)

Phase 1 of the Evaluation will assess that the proposer completed all the required administrative tasks and provided all the required completed attachments as identified in the Attachment 1 – Proposal Requirement Checklist and throughout this solicitation to be deemed responsive and responsible.

For more information, refer to the State Contracting Manual, Volume 1, Section 5.06. You can access the State Contracting Manuals at the following online directory hyperlink: <https://www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/State-Contracting-Manual>.

Any proposals submitted that are over the maximum amount budgeted for this project will be deemed non-responsive and will not be considered.

During this administrative evaluation phase, if an item is unclear or needs further clarification, GO-SERVE staff may request from Proposers additional clarification and/or documentation for items that are immaterial deviations only.

Phase 1 will be scored on a pass or fail determination.

2. Phase 2: Minimum Qualifications (Pass/Fail)

Entities submitting a proposal must meet the minimum qualifications to be further evaluated and considered for award. Proposals that do not meet the minimum qualifications will be determined non-responsive and ineligible for award.

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.

A resume, Curriculum Vitae (CV), or bio sketch is required for each staff member that will be a part of your proposal.

Examples of evidence to support the Proposer meeting the minimum qualifications includes but is not limited to letters of reference; work samples; or project summaries that highlight the team’s specific experience.

iv. [Table 4: Experience and Knowledge](#)

Experience: Proposer must demonstrate collective experience of their team meeting the minimum qualifications. Refer to Table 5: Minimum Qualifications for additional details.

Knowledge: Members of the team must demonstrate strong writing skills, technical knowledge and experience in the following areas:

- Project management and coordination of complex, multi-site statewide initiatives
- Large-scale event planning, logistics management, and day-of event operations
- Simultaneous event coordination and staffing management
- Design, formatting, production, and assembly of event materials
- Event facilitation and presentation delivery in both virtual and in-person environments
- Meeting project timelines, reporting requirements, and deliverable deadlines
- Vendor, subcontractor, and budget management, including coordination of contracts, deposits, and operational logistics
- Accessibility compliance, culturally responsive programming, and inclusive event design practices
- Collaboration and coordination with higher education institutions, public agencies, and/ or community-based partners
- Development of professional event materials, presentations, facilitator guides, signage, and operational documents

Proof of Minimum Qualifications: The proposer must provide a detailed response, outlining information as to how the proposer meets each of the minimum qualifications listed, and to what extent if any, the minimum qualifications have been exceeded. Submit all applicable documentation and work samples, as appropriate. The proposer should create a table that shows how the minimum qualifications are met with assigned key personnel to each category of minimum qualification.

The Proposer shall provide the following to demonstrate how the proposer meets the minimum qualifications.

- A description of your organization's experience planning, coordinating, and executing large-scale in-person events, including multi-site or simultaneous events, with a preference for experience serving higher education, national service, civic engagement, leadership development, or youth-serving programs.
- A description of your experience managing statewide or regional event logistics, including venue coordination, registration management, catering, audiovisual coordination, accessibility accommodations, transportation coordination, staffing, and vendor management.
- Names, titles, and brief bios of the staff who will lead the effort, including their expertise in event production and logistics management, facilitation and training design and delivery, project management, stakeholder engagement, assessment and evaluation, and development of participant-facing materials and presentations.
- Identify the lead Project Manager for the team and outline how they will communicate and coordinate with California Volunteers staff throughout the contract period, including management of simultaneous or concurrent events if required.
- A brief description of how your internal team is organized and managed, including staffing structure, subcontractor management (if applicable), and capacity to support multiple statewide events occurring within overlapping timelines.
- At least five (5) years of experience planning, managing, and executing large-scale events, convenings, trainings, or conferences with attendance of 300 or more participants.
- At least three (3) years of experience designing and producing event materials, guides, presentations, or training materials.
- At least three (3) years of experience implementing culturally responsive, accessible, and inclusive events, trainings, or participant engagement strategies.
- Demonstrated experience producing professional event materials and operational documents, including agendas, run-of-show documents, participant materials, facilitator guides, signage, and post-event reports.

Personnel / Team Resumes: The proposer shall list all key personnel (i.e., Project Manager) and other personnel who will be working on the project. Include their titles, qualifications, a summary of similar work or studies performed, a resume for each professional, a statement indicating how many hours each professional will be assigned to the technical assistance project and what tasks each professional will perform. The proposer should create a table that shows how the minimum qualifications are met with assigned key personnel to each category of minimum qualification.

If a contract agreement is awarded to the Proposer, and personnel substitutions are needed, GO-SERVE must be notified in advance of personnel being substituted and the notification must come in the form of a request for GO-SERVE approval. Substitute personnel must meet the same minimum qualifications as described in the Minimum Qualifications Section of this solicitation and described in the proposal.

Phase 2 of the Evaluation will assess the Proposer's experience by scoring for the Minimum Qualifications.

Proposer's must meet the Minimum Qualifications. If the Proposer receives a NO for any of the Minimum Qualifications required, the Proposer will have failed this Phase 2 and will not proceed in the Evaluation.

Phase 2 will be scored on a pass or fail determination.

v. **Table 5: Minimum Qualifications**

MINIMUM QUALIFICATIONS	YES / NO
At least five (5) years of experience serving as a project manager for large-scale events, conferences, convenings, trainings, or statewide initiatives involving multiple stakeholders, vendors, timelines, and deliverables;	
At least five (5) years of experience planning, coordinating, and executing large-scale in-person events with attendance of 300 or more participants;	
At least five (5) years of experience coordinating event logistics, including venue procurement, registration management, catering, audiovisual coordination, transportation support, and day-of operations management;	
At least five (5) years of experience managing vendors, subcontractors, contracts, operational budgets, and event-related financial coordination;	
At least five (5) years of experience convening and facilitating in-person meetings, workshops, trainings, or large-group sessions;	
At least three (3) years of experience designing and producing event materials, guides, presentations, or training materials.	
At least three (3) years of experience managing simultaneous or multi-site events, including coordination of staffing, logistics, vendors, and operational oversight across multiple locations;	
At least three (3) years of experience implementing culturally responsive, accessible, and inclusive events, trainings, or participant engagement strategies;	

At least three (3) years of direct experience working with higher education institutions, public agencies, nonprofit organizations, community-based organizations, or statewide partnerships;	
At least three (3) years of experience utilizing virtual event, registration, collaboration, and/or project management platforms to support large-scale event coordination, participant engagement, and operational communication;	
At least three (3) years of experience developing assessments, evaluations, surveys, or reporting tools used to measure participant engagement, event outcomes, and implementation effectiveness.	
PASS OR FAIL	

The Proposer shall provide a minimum of two (2) and a maximum of three (3) references using the format specified in Attachment 7 – Proposer References form. For details on the Proposer References Form, please refer to Attachment 1– Proposal Requirement Checklist. References must be clients for whom the Proposer has performed relevant work of similar size and scope within the last three (5) years. GO-SERVE may contact each reference provided to validate the experience of the Proposer.

3. Phase 3: Technical Evaluation (100 Possible Points)

Phase 3 of the Evaluation will assess the technical components of the proposals that meet the proposal requirements. These components will be rated by an evaluation panel, which will use a consensus process to determine the final scores.

Proposals must score a minimum of 75 points out of 100 points on the Technical Evaluation phase in order to move to the Oral Interview Evaluation phase.

No individual notes or individual scoring sheets will be collected. The staff member facilitating the evaluation meeting will document and maintain one (1) final score sheet that captures the consensus scores.

vi. Table 6: Technical Scoring Rubric

EVALUATION FACTORS AND SUB FACTORS	POSSIBLE POINTS	AWARDED POINTS
1. Clarity, Organization, and Responsiveness of Proposal: This factor will assess whether the proposal is presented in a clear, concise, organized, and professional manner and demonstrates responsiveness to the requirements of this RFP.	10	
1.1 Proposal Organization and Clarity: Proposal is well-organized, clearly written, easy to navigate, and demonstrates professionalism and attention to detail.		
1.2 Responsiveness to RFP Requirements: Proposer utilized the required Attachment 4 – Contractor Scope of Work Response Template and		

addressed all required proposal components and submission requirements.		
2. Approach to Scope of Work: This factor will assess whether the proposer demonstrates a clear understanding of the project goals and provides a comprehensive, feasible, and high-quality approach to implementing the Scope of Work.	34	
2.1 Project Management Approach: Proposer outlines a detailed project management plan, staffing structure, communication process, and project organization that identifies a qualified Project Manager whose experience and skillset align with project objectives.		
2.2 Understanding of Project Goals and Objectives: Demonstrated understanding of the Statewide Cohort Experience goals, Mid-Year Leadership Workshops, In-Person Peer Exchange Meeting objectives, and the intended participant experience.		
2.3 Event Planning, Logistics, and Operations Approach: Quality and feasibility of the proposed approach to event planning, logistics coordination, operational management, staffing, vendor management, and day-of event execution.		
2.4 Venue Coordination, Registration, and Attendee Management: Approach to venue procurement and coordination, attendee registration management, participant communications, accessibility accommodations, and onsite event operations.		
2.5 Facilitation and Training Approach: Approach to facilitator training development, delivery, and facilitation support.		
2.6 Materials Development Approach: Approach to event content coordination, and creation of participant-facing and operational event materials.		
2.7 Risk Management and Simultaneous Event Coordination: Approach to contingency planning, quality assurance, risk mitigation, and the ability to		

coordinate multiple or simultaneous statewide events if required.		
3. Work Plan, Schedule, Deliverables, and Budget Justification: This criterion will assess whether the proposer provides a feasible and comprehensive work plan, timeline, budget approach, and deliverable structure aligned with the Scope of Work and project goals.	30	
3.1 Work Plan and Schedule: Project schedule, milestones, estimated completion dates, and sequencing of activities are feasible and aligned with the Scope of Work and annual event cycle.		
3.2 Deliverables and Reporting Approach: Deliverables, reporting structure, evaluation activities, and proposed methods for measuring project progress and success are clearly defined and achievable.		
3.3 Budget Justification and Resource Allocation: Budget narrative demonstrates reasonable and appropriate allocation of staffing, operational, logistics, subcontractor, and direct event costs necessary to successfully implement the project.		
4. Proposer and Team Knowledge and Experience: This criterion will assess whether the Proposer Team possesses the expertise, staffing capacity, technical knowledge, and experience necessary to successfully carry out the Scope of Work.	26	
4.1 Team Resumes and Qualifications: Proposal includes all key personnel, including the Project Manager and other proposed staff, with clear descriptions of qualifications, roles, relevant experience, and assigned responsibilities.		
4.2 Organizational and Team Experience: Demonstrated experience planning and executing large-scale events, conferences, trainings, convenings, or statewide initiatives involving multiple stakeholders, vendors, timelines, and operational components.		

4.3 Knowledge and Technical Expertise: Demonstrated knowledge and experience related to project management, event logistics, facilitator training, event operations, accessibility compliance, vendor coordination, stakeholder engagement, and operational communications.		
4.4 Capacity and Staffing Structure: Demonstrated organizational capacity and staffing structure sufficient to support statewide coordination, overlapping timelines, and simultaneous event management requirements.		
_____ / Out of 100		

4. Phase 4: Oral Interview (40 Possible Points)

The top scoring three (3) proposals scoring a minimum of 24 points out of 40 points on the Oral Interview phase shall move forward to the Cost Evaluation. GO-SERVE's evaluation panel will conduct structured oral interviews. Proposers will be allotted the same amount of interview time and will be asked the same questions. The interview will be at a minimum of 45 minutes in length and consist of structured interview questions. The Proposer and all proposed key project staff must participate and be present with camera on during the interview.

The interviews shall be held virtually via Zoom or Microsoft Teams. Proposer will be responsible for their own costs associated with the interview process.

All interviews will be conducted pursuant to the specifications below:

- Interviews will be set for 45 minutes.
- There will be a maximum of three (3) presenters for each proposer interviewed.
- Interviews will be scored based on the proposer's responses to a set of specific questions according to the point scale outlined in Section F(4)(a). All proposers will be asked the same set of questions. Generally, proposers will be asked about the following areas:
 - ☐ Understanding of Project Goals and Objectives
 - ☐ Project Management and Staffing Structure
 - ☐ Event Planning, Logistics, and Operations
 - ☐ Facilitator Training and Support
 - ☐ Work Plan, Deliverables, and Organizational Capacity
- No unsolicited information, material, or presentation may be provided at the interview. Proposers are limited in their responses to only information provided in their written proposal and may not introduce new services, products, or other information.
- GO-SERVE reserves the right to not conduct interviews if deemed unnecessary to the selection of an awardee (e.g., only one (1) proposer scored a minimum of 75 points in the Technical Evaluation phase).

- a) The following point scale will be used to score the responses to the questions presented under each of the scored category unless otherwise specified.

Points Awarded	Interpretation	General Basis for Point Assignment
8	Excellent	Response fully meets the Board's needs, requirements, or expectations with a high degree of confidence in the Proposer's response. Proposer offers one or more enhancing feature, method, or approach exceeding basic expectations.
6	Very Good	Response fully addresses category being scored. Very good degree of confidence in the Proposer's response.
4	Good	Response addresses category being scored. Good degree of confidence in the Proposer's response. Minimal weaknesses are acceptable.
2	Adequate	Response (i.e., content and/or explanation offered) is adequate to meet the Board's needs, requirements, or expectations. Any omission(s), flaw(s), or defect(s), are inconsequential and acceptable.
0	Inadequate	Response fails to address any portion of the category being scored. The omission(s), flaw(s), or defect(s) are significant and unacceptable.

5. Phase 5: Cost Evaluation (~~6050~~ Possible Points)

Phase 5 of the Evaluation will assess the total cost of the proposal by comparing their budgets.

The proposal with the lowest cost will receive the maximum of ~~6050~~ cost points.

Each Proposer's cost score will be calculated based on the formula: the lowest cost proposal amount, multiplied by the maximum number of cost points available, and then divided by the Proposer's cost.

See formula calculation below:

$$\frac{(\text{Lowest Total Cost Proposal}) \times (\del{6050} \text{ Total Cost Points Possible})}{\text{Proposer Total Cost}}$$

Cost points with decimal values will be calculated up to two (2) decimal places and rounded up or down to the nearest hundredth.

If there are three (3) or more decimal places, values of '5' and above in the thousandths place will be rounded up, while values with '4' and under will be rounded down. For example, if the

cost point total came out to be 44.56~~7~~⁸ it will be rounded up to 44.57. If the total is 44.56~~4~~⁸ it will be rounded down to become 44.56.

Example: To illustrate this process, refer to the table below for an example of how the cost score calculation is performed. The cost figures in the example are provided solely to explain the calculations and have no other significance.

vii. Table 7: Example of Cost Scoring

BIDDER	TOTAL COST OF PROPOSAL	CALCULATION	COST POINTS AWARDED
A	\$40,000	$\$30,000 \times \frac{6050}{\$40,000}$	4537.5
B	\$35,000	$\$30,000 \times \frac{6050}{\$35,000}$	51.4342.86
C	\$30,000 (LOWEST)	$\$30,000 \times \frac{6050}{\$30,000}$	6050.0

6. Preferences And Incentives

After the ~~five~~^{four} phases are completed and the evaluation panel has adjourned, GO-SERVE's Contracts Office staff will finalize the scoring by calculating for any socio-economic preference and incentive programs.

In the event of a tie between the top two (2) proposals, GO-SERVE's Contracts Office will conduct a coin toss as a tiebreaker. The coin toss will be witnessed and documented by at least two (2) GO-SERVE employees. The tiebreaker will occur after all scoring has been completed, inclusive of the socio-economic preferences and incentives, if applicable.

For more information on the socio-economic preference and incentive programs, refer to Section O.

7. Rejection

- Proposals must be submitted for the complete performance of all services as described herein. Any material deviation from the RFP will not be considered and shall cause a proposal to be rejected.
- Proposals must be fully complete and comply with all requirements outlined in the solicitation. Proposals that are conditional, incomplete, contain alterations of form, or exhibit other irregularities will be rejected. GO-SERVE does not accept alternate contract language from prospective Contractors; any proposal with such language will be considered a counterproposal and rejected.
- Attachment 5 Cost Worksheet Template shall have minimum total dollars for Personnel, Staffing, and Subcontractor Costs of \$686,000, Direct Event Costs of \$537,000, and Indirect Event Costs of \$188,000. Failure to reference cells in your formulas and not meeting all the minimum total dollars shall cause a proposal to be rejected. Please refer to page 10 to page 11 in Attachment 3 Draft Standard Agreement for more details.
- GO-SERVE reserves the right to cancel this solicitation at any time and reject any or all proposals. There are no grounds for protest if GO-SERVE cancels a solicitation and rejects all proposals. GO-SERVE is not obligated to award a contract if, in its opinion,

no proposals meet a reasonable contract price or if there is another valid business reason for not making an award (Public Contract Code, Section 10344 (d)).

e. Material and Immaterial Deviations

If a quote or bid or proposal deviates from a solicitation requirement, GO-SERVE will determine whether the deviation is material or immaterial. Deviations will be assessed to determine if they provide an advantage to one (1) bidder over others by having a potentially significant effect on:

- Delivery;
- Quantity of items proposed;
- Quality of the items proposed;
- Amount paid to the proposer or
- Cost to GO-SERVE

If the deviation has a potentially significant effect on the above-listed items, then the deviation is material and cannot be waived. As a result, the proposal will be rejected. Material Deviation Example: failure to submit the Bidder's Declaration form, which identifies the proposer, subcontractors, and any certifications for Small Business or Disabled Veteran Business-owned Enterprises, is a material deviation.

If the deviation does not have a significant effect on the above-listed items, then the deviation is immaterial. Immaterial deviations would not be cause for rejection of the proposal.

Immaterial Deviation Example: failure to include printouts of DGS certification as a Small Business or Disabled Veteran Business-owned Enterprises is considered an immaterial deviation.

GO-SERVE may waive any deviation deemed immaterial in a proposal.

- f. Proposals containing false or misleading statements, or references that do not support claimed attribute, condition, or capability may be rejected. If GO-SERVE believes such information was intended to mislead in the evaluation of the proposal and the attribute, condition, or capability is a requirement of this solicitation, the proposal will be rejected.

8. Selection

Selection for award shall be made on the highest scoring responsive and responsible proposer based on:

- Administrative requirements
- Qualifications
- Technical proposal
- Oral Interview
- Cost proposal
- Preference and incentive programs

- a. The prospective Contractor is advised that if this solicitation should result in an award of an Agreement, the Agreement will not be in force and no work shall be performed until the Agreement is fully approved by the Department of General Services, and the Contractor is notified by the Contract Officer to begin work.
- b. The awardee(s) as well as the proposers who are not being awarded contracts will be notified via email.
- c. The contract shall be signed by the selected proposer and returned within ten (10) working days of receipt. If the selected proposer refuses or fails to execute the contract, GO-SERVE may award the contract to the second highest scoring proposer.

G. LETTER OF COMMITMENT

A Letter of Commitment is required to be submitted before the deadline established in the Key Dates Table. The purpose of the Letter of Commitment is to summarize a Proposer's interest in submitting a response to this RFP solicitation. Please refer to Attachment 1 - Proposal Requirement Checklist for the Letter or Commitment requirements.

H. PROPOSAL CHECKLIST

Attachment 1 – Proposal Requirement Checklist must be filled out completely, signed, and submitted with your proposal.

I. FORMAT REQUIREMENTS

Please refer to Attachment 1 – Proposal Requirement Checklist for the submission format requirements.

J. KEY PERSONNEL

The proposer shall provide a list all key personnel (i.e., Project Manager) and other individuals who will be working on the project. For additional details, refer to Section F, Table 5 of the Minimum Qualifications section.

Any substitution of personnel must meet the same minimum qualifications outlined in the Minimum Qualifications section of this Request For Proposal. If a contract is awarded and substitutions are necessary, the Proposer must notify GO-SERVE in advance. This notification should be submitted as a formal request to GO-SERVE for approval.

K. SUBCONTRACTORS

1. If subcontractors are to be used, the Proposer must have a section within the proposal that identifies the subcontractor(s) as well as the work to be performed by the subcontractor(s). Subcontractor(s) shall also be listed on the Attachment 8 – Bidder Declaration Form (GSPD 05-105). The cost of the subcontractor's work is to be included and itemized in the Attachment 5 – Contractor Cost Worksheet Response. If the subcontractor is a certified SB

or DVBE, then the proposal must include copies of the certifications. Any certified SB or DVBE subcontractors are subject to performing a commercially useful function (CUF).

Any Subcontractor that the Proposer chooses to use in fulfilling the requirements of this solicitation must also meet all the requisites of this RFP, including the minimum qualifications and insurance requirements.

Subcontractors must be identified prior to the time of proposal submission. Proposals that list subcontractors as *To Be Determined* will be rejected.

2. Proposer may not substitute any proposed Subcontractor without advance written consent of GO-SERVE.
3. Nothing contained in the Agreement or otherwise shall create any contractual relationship between GO-SERVE and any Subcontractors, and no Subcontractor shall relieve the Contractor of its responsibilities and obligations hereunder. The Contractor agrees to be fully responsible to GO-SERVE for the acts and omissions of its 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 the Contractor. The Contractor's obligation to pay its Subcontractors is an independent obligation from the obligation of GO-SERVE to make payments to the Contractor. As a result, GO-SERVE shall have no obligation to pay or to enforce the payment of any moneys to any Subcontractor.
4. Locating Subcontractors
 - a. State Resources: Access the list of all certified contractors by using the California eProcurement online database at: www.caleprocure.ca.gov.

To begin your search, click on "Small Business and Disabled Veteran Business Enterprise Services," then click "SB/DVBE Search." Search by "Keywords" or "United Nations Standard Products and Services Codes (UNSPSC)" that apply to the elements of work you want to subcontract to a DVBE. Check for subcontractor ads that may be placed on the California State Contracts Register (CSCR) for this solicitation prior to the closing date. Access the CSCR at: www.caleprocure.ca.gov. For questions regarding the online certified firm database and the CSCR, please call the Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS) at (916) 375-4940 or send an email to: OSDSHelp@dgs.ca.gov
 - b. Federal Resources: Search the U.S. Small Business Administration's (SBA) Central Contractor Registration (CCR) online database at <https://www.sba.gov> to identify potential DVBEs and click on the "Dynamic Small Business Search" button. Search options and information are provided on the CCR Dynamic Small Business Search site. First time users should click on the "help" button for detailed instructions.

L. GENERATIVE ARTIFICIAL INTELLIGENCE (GenAI) DISCLOSURE NOTIFICATION CLAUSE

[Executive Order \(EO\) N-12-23](#) signed by Governor Gavin Newsom on September 6, 2023, establishes statewide policy for the State's use of Generative Artificial Intelligence (GenAI), such

as those involving consequential decisions affecting access to essential goods and services. GenAI is defined as follows:

“Generative Artificial Intelligence (GenAI): The class of AI models that emulate the structure and characteristics of input data in order to generate derived synthetic content. This can include images, videos, audio, text, and other digital content.” – State Administrative Manual (SAM), section [4819.2](#).

The State of California seeks to realize the potential benefits of GenAI, through the development and deployment of GenAI tools, while balancing the risks of these new technologies.

Bidder / Offeror 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 Definitions for GenAI.

Failure to report GenAI to the State may result in disqualification. The State reserves the right to seek any and all relief to which it may be entitled to as a result of such non-disclosure.

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

M.GENERAL PROPOSAL REQUIREMENTS

Proposals must provide straightforward and concise descriptions of the Proposer’s and any subcontractors’ ability to satisfy the requirements of this solicitation. The proposal must be complete and accurate. Omissions, inaccuracies, or misstatements will be sufficient cause for rejection of a proposal.

Proposals must be submitted for the performance of all services described within this solicitation. Any deviation from the work specifications contained in Exhibit A - Scope of Work from Attachment 3, may cause a proposal to be rejected.

1. Submission Of Proposals

- a. Proposals must be submitted electronically only via e-mail to the e-mail address identified on Page 1 of this document.
- b. Proposals must be submitted in Microsoft Word format. If submitted in Adobe PDF, a Microsoft Word version must be provided by the Proposer if chosen for an award.
- c. Proposals must be submitted to and received by GO-SERVE, by the receipt deadline identified in the Key Dates Table. The deadline is strict. Proposals received one (1) second passed the deadline will be considered late and will not be accepted.

If files are too large to be submitted in one (1) e-mail, condense the files into a Zipped Folder to be submitted as an attachment. Additionally, you can submit your files through

multiple e-mails, but all attachments and emails must be received by the deadline. There will be no exceptions.

- d. Hand-delivered and mailed proposals will not be accepted.
- e. GO-SERVE may modify the solicitation as needed. If modified, GO-SERVE will issue an addendum on the Cal eProcure website listing where this solicitation is being advertised.
- f. GO-SERVE reserves the right to reject all proposals. GO-SERVE is not required to make an award.
- g. More than one (1) proposal from the proposing prime contractor either as an individual, firm, partnership, corporation, or association under the same or different names, will not be considered. Reasonable grounds for believing that any Proposer has submitted more than one (1) proposal in response to this solicitation will cause rejection of all proposals submitted by that Proposer. If there is reason to believe that collusion exists among Proposers, none of the participants in such collusion will be considered in this or future acquisitions.
- h. Proposals must include all required attachments. Please refer to Attachment 1 – Proposal Requirement Checklist.

2. Modification and/or Withdrawal to Submission

- a. A Proposer may request a modification and/or withdrawal of their proposal by sending an e-mail to the e-mail address identified on page one of this document. A Proposer may thereafter submit a new proposal prior to the proposal receipt deadline. Proposal modifications offered in any other manner, oral or written, will not be considered. Proposals may not be withdrawn without cause subsequent to proposal receipt deadline.

3. Proposer Responsibilities

- a. Proposer should carefully examine the entire solicitation and all attachments, 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, or deliverables.
- b. Before submitting a response to this solicitation, Proposers should review their response, correct all errors, and confirm compliance with all requirements. It is the Proposer's responsibility to complete and submit all required attachments.
- c. 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 GO-SERVE.
- d. It is the Proposer's responsibility to notify GO-SERVE via the e-mail address listed on page one of this document, if the Proposer believes that the solicitation is unfairly restrictive, contains errors or discrepancies, or is otherwise unclear. Notification must be done immediately to ensure that the matter may be considered, and appropriate action taken by GO-SERVE prior to the proposal receipt deadline. Such notification must be submitted no later than the question-and-answer period referenced in Table 1: Key

Dates. All such correspondence received after the question-and-answer deadline may be considered at the discretion of GO-SERVE.

- e. Proposer is responsible to review, read, understand, and comply in full with the State's General Terms and Conditions GTC 02/2025 along with the Contractor's Certification Clauses CCC 04/2017. For more information, visit the following online directory hyperlink: <https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language?search=contractor%20certification%20clauses>.
- f. Each proposal must constitute an irrevocable offer for a period of at least ninety (90) business days after proposal submission.
- g. If any license(s) and/or permit(s) expire at any time during the term of the Agreement, Proposer agrees to provide GO-SERVE 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.
- h. When an award is made, the Contractor will be asked to fill out and return the Voluntary Statistical Data Sheet (VSDS) form number DGS PD 802. The completion of this form is strictly voluntary. Public Contract Code 10111 requires that state agencies capture information on ethnicity, race, and gender (ERG) of business owners on all awarded contracts and procurements to the extent that the information has been voluntarily reported to the department. The awarding department is prohibited from using this data to discriminate or provide a preference in the solicitation or acceptance of bids, quotes, or estimates for goods, services, construction and/or information technology.

4. Signatures

All documents requiring signatures can be signed by either using a wet signature or electronically using Adobe or DocuSign. If using a wet signature, print the document that requires a signature, sign it using blue or black ink, and scan it in color.

Only an individual who is authorized to bind the proposing firm ("Firm") contractually shall sign in the necessary areas that require a signature. "Firm" is defined as the business entity. The signature must indicate the title or position that the individual holds in the Firm. A proposal that is missing signatures where they are required may cause rejection of the proposal.

5. 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.

N. BUDGET DETAIL

1. Proposer may not submit a proposal with a budget that exceeds the total amount of this project identified in the scope of work.
2. Proposer may not substitute more than 49% of the work to subcontractors.
3. Proposals shall include a complete budget breakdown detailing the anticipated expenses for this project. The Attachment 5 – Contractor Cost Worksheet is provided, which must be submitted with the proposal as the Excel file itself. Proposer must fill out all worksheet tabs within this Excel file. One (1) worksheet is for Cost by Task, one (1) worksheet is for Minimums and % Breakdown, and the other is for General Cost. Identify any subcontractor expenses as well.
4. Submit a detailed budget itemizing proposed costs by task, subtask, and staff hours attributed to each component for the proposer and any subcontractors.
5. Proposals shall include all anticipated costs for completion for the Work Plan, such as:
 - Identification of names/titles funded
 - Labor hourly/salary rates
 - Percentage/number of hours of time devoted to the work
 - Operating expenses
 - Travel and per diem expenses shall be at the rates currently in effect as established by the California Department of Human Resources (CalHR) – California Code of Regulations, Title 2, Division 1, Subchapter 2, DPA Rule 599.619 (meals and lodging) and DPA Rule 599.631 (mileage). Travel rates can be found at the following online directory: <https://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx>.
 - Subcontractors with the same type of cost details
 - Other direct costs (except labor; i.e. educational materials, supplies, research)

***Labor rates shall include indirect costs (such as overhead, fringe, and administrative costs), fee/profit and any other applicable costs to be charged to this project.**

***Tips, gratuities, stipends, honorariums, and gifts for events are not allowable expenses; DO NOT include these items in the proposed budget.**

O. SOCIO-ECONOMIC PREFERENCE AND INCENTIVE PROGRAMS

Scoring of socio-economic preferences and incentives are for evaluation purposes only. A contract will be awarded to the high-scored proposer, and the contract will be written for the dollar amount proposed by that awardee in their proposal.

The State of California requires that each fiscal year, all State agencies spend a minimum of 25% of all funding with a certified SB, and 3% of all funding with a certified DVBE. To become a certified SB or DVBE, entities must obtain certification with the State of California's Department of General Services.

For more information on becoming certified, visit the following hyperlink online directory:
<https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Certify-or-Re-apply-as-Small-Business-Disabled-Veteran-Business-Enterprise>.

Questions regarding the certification approval process 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.

1. SB Preference Program

This solicitation may or may not require a minimum percentage of participation by a certified SB. Refer to Table 2: Participation Requirements in Section D of this solicitation to determine if participation is required.

Government Code section 14835, et seq., requires a preference be given to Proposers who are a California Certified Small Business. The rules and regulations of this law, including the definition of a SB for the delivery of goods and services, are contained in California Code of Regulations, title 2, section 1896, et seq.

Entities that are certified as a small business with DGS may receive additional points during the evaluation process. This preference will only apply when SB participation is not required.

The SB preference is worth 5%. If the Proposer is a certified SB or is subcontracting at least 25% of the work to certified SBs, then a 5% preference will be applied to that proposal during the scoring of proposals.

Proposers must claim participation. To claim participation, Proposers must complete and submit the Attachment 8 – Bidder's Declaration (GSPD-05-105) attachment that lists out all certification information for the primary proposer and any subcontractors, and attach a copy of the DGS certification of each certified SB.

Pursuant to Government Code section 14837, only a certified SB who performs a CUF relevant to the scope of work included in this solicitation may qualify for a SB preference. All subcontractors must perform a CUF for this project as defined in California Code of Regulations, Title 2, section 1896.61(l).

In the event of a precise tie between the low responsible bid of a certified small business and the low responsible bid of a certified disabled veteran owned business that is also a small business, the contract must be awarded to the disabled veteran owned small business. (GC § 14838 (f); 2 CCR 1896.8(f)).

2. Disabled Veteran Business-Owned Enterprise (DVBE) Program

a. DVBE Participation Program

This solicitation may or may not require the DVBE Participation requirement. The DVBE Participation requirement means a minimum of 3% participation by a certified DVBE. The 3% DVBE Participation requirement is standard unless it has been waived, per the State Contracting Manual Volume 1, Section 8.12.

If the winning proposer is confirmed to have one (1) or more DVBE subcontractors, they must complete and submit an accurate Prime Contractor's Certification – DVBE Subcontracting Report (STD 817) upon contract completion. Military and Veterans Code

section 999.7 requires GO-SERVE to withhold \$10,000, or full payment if less than \$10,000, from the prime contractor's final payment pending receipt of a complete and accurate STD 817.

Refer to Table 2: Participation Requirements in Section D of this solicitation to determine if participation is required.

If the DVBE participation is not waived, this means that proposers are required to have at least 3% DVBE participation. The value of the incentive to be applied during the evaluation scoring phase for this participation will align with the amount of participation of work being done by a certified DVBE. This will range from a minimum of 3% to a maximum of 5%. See chart below for example.

If the 3% participation requirement is not waived:

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

If the 3% participation requirement is waived:

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%

For more information on this requirement and the DVBE Participation Program, see the State Contracting Manual Volume 1, Section 8.12 located at this online directory: <https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/State-Contracting>.

b. DVBE Incentive Program

This solicitation may or may not require the DVBE Incentive requirement. All competitive solicitations must contain a DVBE Incentive if the solicitation requires the DVBE Participation requirement unless an exemption for the incentive is approved. Competitive solicitations that have waived the DVBE Participation requirement may include the DVBE Incentive.

Refer to Table 2: Participation Requirements in Section D of this solicitation to determine if participation is required .

If the DVBE Incentive is not waived, this means that proposers may receive the DVBE Incentive. The value of the incentive to be applied during the evaluation scoring phase for this participation will align with the amount of participation of work being done by a certified DVBE. This will range from a minimum of 1% to a maximum of 5%. See chart below for example.

If both the DVBE Participation and DVBE Incentive programs have been waived for this solicitation, then there will be no DVBE Incentive applied regardless if a DVBE is performing a portion of the work for this project.

Proposers must claim participation. To claim participation, Proposers must complete and submit the Attachment 8 – Bidder's Declaration (GSPD-05-105) attachment that lists out all certification information for the primary proposer and any subcontractors and attach a copy of the DGS certification of each certified DVBE.

Proposers claiming the DVBE Incentive must also complete the Attachment 17 – Disabled Veteran Business Enterprise Declarations (STD 843). See Attachment 16 – CA DVBE Bid Incentive Instructions for more information, and you can also visit the following online directory at this hyperlink: <https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Certify-or-Re-apply-as-Small-Business-Disabled-Veteran-Business-Enterprise>.

Pursuant to Military and Veterans Code section 999, only a DVBE who performs a CUF relevant to the scope of work included in this solicitation may qualify the Proposer or be used to qualify the Proposer for a DVBE participation and/or DVBE Incentive. All subcontractors must perform a CUF for this project as defined in California Code of Regulations, Title 2, section 1896.61(l).

In the event of a precise tie between the low responsible bid of a certified small business and the low responsible bid of a certified disabled veteran owned business that is also a small business, the contract must be awarded to the disabled veteran owned small business. (GC § 14838 (f); 2 CCR 1896.8(f)).

3. Target Area Contract Preference Act (TACPA) Program

The Target Area Contract Preference Act promotes employment and economic development at designated distressed areas by offering 5% worksite and 1% to 4% workforce bidding preferences in specified state contracts. The TACPA preferences do not apply to contracts where the worksite is fixed by the contract terms. These preferences only apply to Bidder's who are California based proposers, and only when the lowest responsible bid and resulting contract exceed \$1,000,000. Bidder must certify, under penalty of perjury, to perform either 50% of the labor hours required to complete a contract for goods, or 90% of the labor hours required to complete a contract for services in the Target Area Contract Preference Act zone(s) identified (Gov. Code § 4530 et seq., and Cal. Code Regs., tit. 2, § 1896.30).

The TACPA program was established in 1983 to stimulate economic growth and employment opportunities in designated distressed areas throughout the State of California. The Procurement Division (PD), Dispute Resolution Unit (DRU) within the Department of General Services (DGS) oversees the TACPA preference program and evaluates all TACPA applications.

- a. Worksite: To qualify for a TACPA preference, the firm must be located directly in a California eligible distressed area(s), located directly adjoining/adjacent, or contiguous to a valid TACPA Census Tract & Block Group boundary (GC 4532). In evaluating proposals for contracts for services, the State shall award 5% preference submitted by California-based companies who demonstrate and certify under penalty of perjury that

not less than 90% of the total labor hours requires to perform the contract shall be accomplished at an identified worksite(s) located in, adjacent, or contiguous to a distressed area (GC 4534).

- b. Workforce: Bidders may also apply for an additional workforce preference of 1% to 4% if the bidder certifies under penalty of perjury to hire persons with high risk of unemployment equal to 5% to 20% of its workforce during the period of the contract performance (GC 4533.1).
- c. Compliance and Enforcement: The DGS-PD-DRU monitors compliance of all contracts awarded based on the approval of TACPA worksite(s) and workforce preference. Bidders that have requested and have been given preference shall submit monthly performance reports demonstrating compliance with worksite(s) and workforce requirements (if requested). Bidders who fail to comply may be assessed a penalty fee or may be ineligible to directly or indirectly transact with the State for a period up to 36 months (GC 4535.1). See the Attachment 21 – GSPD 12-002 Report Template for the TACPA Monthly Performance Report of Labor Hours (GSPD 12-002) or by clicking the following hyperlink: <https://www.documents.dgs.ca.gov/dgs/fmc/gspd/gspd12-002.pdf>.

For additional information see the following hyperlinks:

- California Government Code, Title I, Division 5, Chapter 10.5, Section 4530 et seq., ([CHAPTER 10.5. Target Area Contract Preference Act \[4530 - 4535.3\]](#))
- DGS-PD-DRU, ([TACPA Program](#))
- TACPA Location finder, ([TACPA Map](#))
- TACPA preference, if applicable (GC § 4530, et seq. and 2 CCR § 1896.30):

Each IFB or RFP for goods or services, in which the cost is estimated to be in excess of \$100,000, except when the work site is fixed by the terms of the contract, should contain a provision applying work site and hiring preferences, as applicable, to eligible California-based proposers. Bidders and proposers may apply for such preferences by means of a Target Area Contract Preference Request - STD 830S (for services) or STD 830G (for goods) (2 CCR § 1896 et seq., see also SCM 1, chapter 8). Contact DGS/Dispute Resolution/Preference Program Section for information on TACPA at (916) 375-4604 or (916) 375-4600.

For more information, see Attachment 18 – TACPA Preference Request (STD 830) form or by clicking the following hyperlink:

<https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std830.pdf>.

See also Attachment 19 – TACPA Manufacturer's Summary of Goods (DGS/PD 525) attachment or by clicking the following hyperlink:

<https://www.documents.dgs.ca.gov/dgs/fmc/gspd/gspd0525.pdf>.

Lastly, see Attachment 20 – TACPA Bidder's Summary for Goods or Services (DGS/PD 526) attachment or by clicking the following hyperlink:

<https://www.documents.dgs.ca.gov/dgs/fmc/gspd/gspd0526.pdf>.

To receive the preference, the bidder must complete the necessary forms and certify to perform the contract work as specified. This commitment must be enforced through

conditions contained in the contract (GC § 4535). DGS's Procurement Division's Dispute Resolution Unit (DGS-PD-DRU) will review these preference forms to determine if preference will be applied, which can take an average of five (5) to ten (10) business days. For more information see the following link:
<https://tacpa.dgs.ca.gov/Home/About>.

4. Applying the Preference and Incentives

- a. Preferences and incentives are used for bid tabulation purposes to determine the high point proposal. Strict adherence to the laws and regulations to apply the preferences and incentives will be followed. If awarded the contract, the preference and/or incentive does not alter the amount of the resulting Agreement. Be aware that contracts awarded with applied preferences or incentives will be monitored throughout the life of the Agreement for compliance to statutory, regulatory, and contractual requirements.
- b. The SB preference of 5% will be applied when a responsible Proposer that is not a California certified SB or a non-SB claiming 25% California certified SB subcontractor participation submits the highest scored proposal; however, non-SB claiming SB subcontractor preference cannot remove an award from a certified SB.
- c. The DVBE Incentive will be applied to each qualified Proposer's verified DVBE participation percentage from the number one (1) ranked highest scored proposal, regardless of the Proposer is an SB/DVBE. If a SB is ranked number one (1) after SB preference has been applied, the DVBE Incentive is only calculated for Proposers certified as SBs.
- d. The TACPA preference will be applied after the SB preference and the DVBE Incentive.

P. NOTICE OF INTENT TO AWARD AND PROTEST

1. Notice of the intent to award will be posted in a public place in the lobby on the 1st Floor of the Governor's Office of Service and Community Engagement building located at 1400 Tenth Street, Sacramento, California 95814 for five (5) business days, after the completion of the evaluation and prior to awarding the Agreement, to allow for public protest.
2. In addition to the public posting at the above-mentioned location, the notice will simultaneously be posted online for the same five (5) business days on the Cal eProcure webpage for this solicitation.
3. Proposers have the right to protest the proposed award subject to the following processes and procedures.
4. Proposers may protest by filing a written notice of protest with GO-SERVE and the Department of General Services, Office of Legal Services.
5. The Agreement(s) shall not be awarded until either the protest has been withdrawn or GO-SERVE has decided the matter.
6. The contract cannot be awarded for a period of 5 working days (starting the day after posting), during which time the agency must allow all bidders access to all the bid information including all responses and score sheets used in the evaluation (PCC § 10345).
7. Protest written notices should contain full contact information, including a fax number, and must be submitted electronically via e-mail only to both offices listed below:

Governor's Office of Service and Community Engagement, Contracts Office Email: procurement@cv.ca.gov	Department of General Services, Office of Legal Services Email: OLSProtests@dgs.ca.gov
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Q. POST-AWARD REQUIREMENTS

Prior to execution of the contract and at GO-Serve's sole discretion, the selected Proposer must comply with the following in a manner acceptable to GO-Serve:

1. If the Contractor refuses or fails to execute the contract, then GO-SERVE may award the contract to the next ranking proposer. Contract shall be signed by the Contractor and returned within ten (10) calendar days of receipt. Due to time sensitivity matters in relation to the nature of the work, GO-SERVE is requesting the Contractor sign and return the agreement to GO-SERVE as soon as possible.
2. Within ten (10) working days of award of the contract, Contractor must supply GO-SERVE with all required documents to be reviewed and approved by DGS.
3. Failure to comply with any post-award requirements may result in cancellation of the award. In that event, GO-SERVE reserves the right to award the contract to the next ranking bidder.

R. STANDARD CONDITIONS OF SERVICE

Please note the following conditions if an Agreement will be made for your proposal:

1. Service shall be available no sooner than the date set by GO-SERVE and the Contractor, after all approvals have been obtained and the Agreement is fully executed. Should the Contractor fail to commence work at the agreed upon time, GO-SERVE, upon five (5) days written notice to the Contractor, reserves the right to terminate the Agreement. In addition, the Contractor shall be liable to GO-SERVE for the difference between Contractor's proposal price and the actual cost of performing work by the second responsive and responsible proposer or by another Contractor.
2. All performance under the Agreement shall be completed on or before the termination date of the Agreement.
3. GO-SERVE does not accept alternate Agreement language from a prospective Contractor. A proposal with such language will be considered a counter proposal and will be rejected. The State's General Terms and Conditions (GTC 02/2025) are not negotiable. The General Terms and Conditions GTC 02/2025 may be viewed at the following hyperlink to the Department of General Services' online directory:
<https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language>.
4. GO-SERVE does not negotiate rates and/or costs listed on any cost proposal submitted.

5. No oral understanding or agreement shall be binding on either party.
6. A Performance Evaluation (STD 4) form will be completed after the closeout of the contract. If GO-SERVE staff have identified a negative evaluation for the contractor, the STD 4 will be documented with the Department of General Services.
7. Any amendments to an Agreement shall be requested in writing. Approval process of amendments is determined by what is being amended and is at GO-SERVE's discretion.

S. ECONOMIC 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.

All prime Contractors and Subcontractors agree by submitting a proposal in response to this solicitation, they have reviewed Executive Order N-6-22 and shall find they are in compliance with it. GO-SERVE, during the Administration Evaluation, will check the Office of Foreign Assets and Controls Sanctions List. Any prime Contractor or Subcontractor found not being in compliance with Executive Order N-6-22 shall have their proposal automatically disqualified.

By submitting a bid or proposal, Contractor represents that the Contractor nor any of its Subcontractors are not a target of Economic Sanctions. Should the State determine the Contractor or any of its Subcontractors are 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 the State. See more at the following hyperlink to the online directory: <https://www.gov.ca.gov/wp-content/uploads/2022/03/3.4.22-Russia-Ukraine-Executive-Order.pdf>

T. LOSS LEADER

It is unlawful for any person engaged in business with the State to sell or use any article or product as a "loss leader" as defined in the Business and Professions Code section 17030. A "loss leader" is any article or product sold at less than cost: (a) Where the purpose is to induce, promote or encourage the purchase of other merchandise; or (b) Where the effect is a tendency or capacity to mislead or deceive purchasers or prospective purchasers; or (c) Where the effect is to divert trade from or otherwise injure competitors.

U. ATTACHMENTS

See Attachment 1 – Proposal Requirement Checklist. Ensure that your proposal is including any of the attachments as required. **Attachments with an asterisk (*) next to it indicates that it is REQUIRED to be submitted with your proposal.** Failure to include the required attachments

may deem the proposal as incomplete and the proposal will not be accepted. It is at the discretion of GO-SERVE to determine if the absence of an attachment results as either an immaterial deviation or material deviation for grounds to reject the proposal.

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