



Request for Quote 18-021
IT Software/Services

December 26, 2018

The purpose of this RFQ is to solicit pricing for the IT goods and/or services detailed in the Cost Worksheet, Attachment A. Please complete the documentation referenced below and return to me via email to Anson.Gip@doj.ca.gov by **3:00 PM (PST) on Tuesday, January 1, 2019**. Should you have questions, please call me at (916) 210-5306.

Be advised, your response will become public record once the award becomes final. DOJ will provide access to all records upon request unless the law provides an exemption from mandatory disclosure or a court order is provided.

This RFQ solicitation form must be signed by an authorized representative that can bind the company contractually.

Goods/Services Description Universal Forensic Extraction Device (UFED) 4PC Ultimate Software Renewal
(see attached product list)

REQUIRED DOCUMENTATION

Please complete the following document(s) and submit along with your price quote.

1. Payee Data Record STD. 204 can be found at <https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf>
2. Bidder Declaration Form GSPD-05-105 All bidders must complete this form and include with their RFQ response which can found at <http://www.documents.dgs.ca.gov/pd/poliproc/MASTEr-BidDeclar08-09.pdf>
3. Commercially Useful Function (CUF) Compliance Form Bidder must provide a written, signed statement detailing the role and services the Bidder and/or Subcontractor(s) will provide to meet the CUF requirement. A separate form must be provided for each small businesses, micro businesses, and DVBE, see Attachment B. **If neither a small business nor a DVBE will be participating in the bid then this form is not required.**
4. California Civil Rights Certification **Certification not required if the bid does not exceed \$100,000.** Bids exceeding \$100,000, Bidder must provide signed certification certifying they are in compliance with Unruh Civil Rights Act (Section 51 of the Civil Code) and the California Fair Employment and Housing Act (Chapter 7 (commencing with Section 12960) of Part 2.8 of Division 3 of Title 2 of the Government Code), see Attachment C.

SMALL BUSINESS PREFERENCE Please respond to the following questions.

- | | | |
|--|-----------|----------|
| 1. ARE YOU CLAIMING PREFERENCE AS A SMALL BUSINESS? | YES _____ | NO _____ |
| 2. IF YES, MANUFACTURER? | YES _____ | NO _____ |
| 3. ARE YOU A NON-SMALL BUSINESS CLAIMING AT LEAST 25% SMALL BUSINESS SUBCONTRACTOR PREFERENCE? | YES _____ | NO _____ |

CA DISABLED VETERAN BUSINESS ENTERPRISE (DVBE) REQUIREMENT

For the purpose of this solicitation, the DVBE participation requirement was waived; however, this solicitation does provide an incentive for DVBE participation.



DVBE PARTICIPATION

The State has established goals for DVBE participating in State contracts. The California DVBE Program Requirements packet includes information about the DVBE incentive.

CA DVBE Participation Requirement Packet

The following link directs you to the CA DVBE Participation Requirement Packet dated 10/24/15 which includes the DVBE Incentive table.

<http://www.documents.dgs.ca.gov/pd/smallbus/CUF/DVBEIncentiveRequireGoodIT.pdf>

STD. 843 - Disabled Veteran Business Enterprise Declaration

Bidders who have been certified by California as a DVBE (or who are bidding rental equipment and have obtained the participation of subcontractors certified by California as a DVBE) must also submit a completed form(s) STD. 843 (Disabled Veteran Business Enterprise Declaration). All disabled veteran owners and disabled veteran managers of the DVBE(s) must sign the form(s). The STD. 843 can be found at:

<http://www.documents.dgs.ca.gov/pd/poliproc/STD-843FillPrintFields.pdf>

DVBE Subcontractor

Contractor understands and agrees that should award of this contract be based in part on their commitment to use the Disabled Veteran Business Enterprise (DVBE) subcontractor(s) identified in their bid or offer, per Military and Veterans Code section 999.5 (e), a DVBE subcontractor may only be replaced by another DVBE subcontractor and must be approved by the Department of General Services (DGS). Changes to the statement of work that impact the DVBE subcontractor(s) identified in the bid or offer and approved DVBE substitutions will be documented by contract amendment.

Failure of Contractor to seek substitution and adhere to the DVBE participation level identified in the bid or offer may be cause for contract termination, recovery of damages under rights and remedies due to the State, and penalties as outlined in M&VC section 999.9; Public Contract Code (PCC) section 10115.10.

Contract Audit

When a department awards a contract subject to participation goals in accordance with Public Contract Code § 10115.2, the Contractor agrees that the awarding department or its designee will have the right to review, obtain, and copy all records pertaining to performance of the contract. Contractor agrees to provide the awarding department or its designee with any relevant information requested and shall permit the awarding department or its designee access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employees and inspecting and copying such books, records, accounts, and other material that may be relevant to a matter under investigation for the purpose of determining compliance with Public Contract Code §§ 10115 *et seq.* and §§ 1896.60 *et seq.* of these regulations. Contractor further agrees to maintain such records for a period of three (3) years after final payment under the contract.

Small Business Regulations

The Small Business regulations, located in the California Code of Regulations (Title 2, Division 2, Chapter 3, Subchapter 8, Section 1896 *et seq.*), concerning the application and calculation of the small business preference, small business certification, responsibilities of small business, department certification, and appeals are revised, effective 09/09/04. The new regulations can be viewed at (www.pd.dgs.ca.gov/smbus). Access the regulations by Clicking on "Small Business Regulations" in the right sidebar. For those without Internet access,



a copy of the regulations can be obtained by calling the Office of Small Business and DVBE Services at (916) 375-4940.

Non-Small Business Subcontractor Preference

A 5% bid preference is now available to a non-small business claiming 25% California certified small business subcontractor participation. If applicable, claim the preference by check marking the appropriate line on the RFQ's first page.

Small Business Nonprofit Veteran Service Agencies (SB/NVSA)

SB/NVSA prime bidders meeting requirements specified in the Military and Veterans Code Section 999.50 et seq. and obtaining a California certification as a small business are eligible for the 5% small business preference. If applicable, claim the preference by check marking the appropriate line on the RFQ's first page.

Attachment with RFQ response required if claiming the Small Business Preference

All bidders must complete and include the Bidder Declaration form GSPD-05-105. If claiming the non-small business subcontractor preference, the form must list all of the California certified small businesses with which you commit to subcontract in an amount of at least twenty-five percent (25%) of the net bid price. All certified small businesses must perform a "commercially useful function" in the performance of the contract as defined in Government Code Section 14837(d)(4).

Small Business Certification

Bidders claiming the small business preference must be certified by California as a small business or must commit to subcontract at least 25% of the net bid price with one or more California certified small businesses. Completed certification applications and required support documents must be submitted to the Office of Small Business and DVBE Services (OSDS) no later than 5:00 p.m. on the RFQ due date, and the OSDS must be able to approve the application as submitted.

Small business nonprofit veteran service agencies (SB/NVSA) claiming the small business preference must possess certification by California prior to the day and time RFQ responses are due.

Questions regarding certification should be directed to the OSDS at (916) 375-4940.

EVALUATION INFORMATION

For evaluation purposes, the basis for award will be lowest cost.

TIE BREAK PROCESS

In the event of a precise tie, if GC §14838(f) does not apply to the Bidders, a witnessed drawing of vendor names will be conducted by the Procurement Official. If a drawing of vendor name is needed, the Procurement Official will schedule and arrange for the drawing and non-partisan witnesses; notifying the participating Bidders of the outcome of the drawing.

ASSUMPTIONS AND CONSTRAINTS

There shall be no assumptions, conditions, or constraints included in the bidder's response. A bid may be rejected if it is conditional or incomplete, or if it contains any alterations of form or other irregularities of any kind.



REQUIRED TERMS AND CONDITIONS

Acceptance of the following terms and conditions which may be viewed via the below links are required by the State of California Department of General Services for any vendor's IT goods and/or services. These terms and conditions are non-negotiable and no other terms and conditions will be accepted.

1. General Provisions-Information Technology (GSPD-401IT). Effective 9/5/14
http://www.documents.dgs.ca.gov/pd/poliproc/GSPD401IT14_0905.pdf
2. Bidders Instructions (GSPD-451), Effective 11/09/11
<http://www.documents.dgs.ca.gov/pd/modellang/GSPD451-110911.pdf>

The electronic documentation sent via this email transmission shall not be altered in any manner. The State's copy of the electronic documentation developed for this RFQ is for the purposes of issuing a binding contract, and shall be considered the ORIGINAL.



ATTACHMENT A
COST WORKSHEET
INFORMATION TECHNOLOGY SOFTWARE MAINTENANCE

Line#	QTY	Unit	Product Number	Description	Unit Price	Extended Price
1	3	EA	A-SOW-11-003	Universal Forensic Extraction Device (UFED) 4PC Ultimate Software Renewal Serial #: 9605154 192066726, 9605128 373678552, 9605047 995011670 Term Date: 1/1/19 through 12/31/21 (3 Years)		
Total Cost						

Warranty

If vendor provides warranty at no cost for the above products, please state the term period here: _____.

Software Shipping Instructions

Vendor, please select one of the following:

___ Software will be delivered via Electronic Download. No sales tax applies. All software product(s) information must be sent electronic download to BMFEA_CFIT@doj.ca.gov and CC: CITPR@doj.ca.gov. Upon receipt of electronic download information, the State IT General Provisions (GSPD 9/5/14) will take precedence over the software hardcopy or “click to accept” terms and conditions.

___ No software product(s) will be delivered. No sales tax applies. Send order confirmation to BMFEA_CFIT@doj.ca.gov and CC: CITPR@doj.ca.gov

Required Delivery Date

Contractor will deliver the IT goods and/or services listed in the Cost Worksheet by January 1, 2019.

Invoicing

An invoice can only be submitted for items noted on the Purchase Order (PO) and must be submitted to the “Bill To” address and person listed on the PO. The invoice shall include the following:

1. Agency Order Number
2. Identify in detail the IT goods and or services acquired, quantities, unit price, extension, description, etc.
3. Distinguish if the item is hardware, software, hardware maintenance, software maintenance, or services
4. Sales tax and/or use tax, identify which items are taxable and non-taxable, tax rate, and input the tax as a separate line item from the goods lines
5. Accurate billing address as stated on the purchase order or contract
6. Supplier invoice number
7. Supplier invoice date
8. Company name and remittance address



Amendments

The Contractor will allow amendment(s) to this purchase order to increase time and funding at the same or lower rate as stated in Attachment A, Cost Worksheet. All other terms and conditions will remain the same.

VENDOR STATEMENT OF ACKNOWLEDGEMENT

Vendor Name

Hereby acknowledges that we have read RFQ 18-021 including attachments, and will accept responsibility for accomplishing the work as described in the RFQ. By submitting an offer, we hereby acknowledge and agree to the terms and conditions stated in this RFQ.

SIGNED _____ DATE _____

NAME AND TITLE _____

ADDRESS _____



ATTACHMENT B

Commercially Useful Function (CUF) Compliance Form

If neither a small business nor a DVBE will be participating in the bid, then this form is not required.

Under Military and Veterans Code 999.5 and Government Code 14837.4 (A/B), each solicitation must be evaluated for Commercially Useful Function when the prime bidder is small, micro or DVBE certified, or a prime bidder's subcontractor is small, micro or DVBE certified. All small businesses, micro businesses, and disabled veteran business enterprises (DVBE) are required to perform a "commercially useful function" in any contract it performs for the State.

The Bidder must provide a written, signed statement below detailing the role, services and/or goods the Bidder and/or Subcontractor(s) will provide to meet the Commercially Useful Function requirement. A separate form must be provided for each small businesses, micro businesses, and DVBE.

A business that is performing a commercially useful function is one that does all of the following (e.g. specific roles of business for this project and/or goods or services to be provided as part of this project), please respond to the following questions

- 1) Supplier must be responsible for the execution of a distinct element of the work.

- 2) Supplier must carry out their obligation by actually performing, managing or supervising the work involved.

- 3) Supplier performs work that is normal for its business, services and function.

- 4) Supplier is responsible, with respect to products, inventories, materials, and supplies required for the contract, for negotiating price, determining quality and quantity, ordering, installation, if applicable, and making payment.

- 5) Supplier is not further subcontracting a portion of the work that is greater than that expected to be subcontracted by normal industry practices.

Name of Bidder: _____

Signature of Bidder: _____ Date: _____

If the SB, MB or DVBE is a subcontractor:

Name of Subcontractor: _____ Type of Business (SB, MB, DVBE): _____



ATTACHMENT C

CALIFORNIA CIVIL RIGHTS LAWS CERTIFICATION

Certification not required if the bid does not exceed \$100,000.

Pursuant to Public Contract Code section 2010, if a bidder or proposer executes or renews a contract over \$100,000 on or after January 1, 2017, the bidder or proposer hereby certifies compliance with the following:

1. **CALIFORNIA CIVIL RIGHTS LAWS:** For contracts over \$100,000 executed or renewed after January 1, 2017, the contractor certifies compliance with the Unruh Civil Rights Act (Section 51 of the Civil Code) and the Fair Employment and Housing Act (Section 12960 of the Government Code); and
2. **EMPLOYER DISCRIMINATORY POLICIES:** For contracts over \$100,000 executed or renewed after January 1, 2017, if a Contractor has an internal policy against a sovereign nation or peoples recognized by the United States government, the Contractor certifies that such policies are not used in violation of the Unruh Civil Rights Act (Section 51 of the Civil Code) or the Fair Employment and Housing Act (Section 12960 of the Government Code).

CERTIFICATION

I, the official named below, certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.		<i>Federal ID Number</i>
<i>Proposer/Bidder Firm Name (Printed)</i>		
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i>		
<i>Date Executed</i>	<i>Executed in the County and State of</i>	