

**STATE OF CALIFORNIA
Department of Water Resources**

Request For Quotation

QUOTE DUE DATE: Friday, April 17, 2009, no later than 2:00 P.M.	Responses must be delivered to the address listed in return quote information below.		Delivery Date _____ # Days ARO																
Supplier name and address: Contact: Phone: Fax:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">SOLICITATION NO. 10034724</td> <td style="width: 30%;">REV. # _____</td> <td style="width: 40%;">DATE 03-18-09</td> </tr> <tr> <td colspan="3"> For further information contact: Helen Chau, IT Buyer Email: hqchau@water.ca.gov Phone: (916) 653-5154 </td> </tr> </table>	SOLICITATION NO. 10034724	REV. # _____	DATE 03-18-09	For further information contact: Helen Chau, IT Buyer Email: hqchau@water.ca.gov Phone: (916) 653-5154			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2"> REQUISITION OR CONTROL # _____ </td> </tr> <tr> <td colspan="2"> ARE YOU CLAIMING PREFERENCE AS A SMALL BUSINESS: YES _____ NO _____ </td> </tr> <tr> <td colspan="2"> IF YES, MANUFACTURER? YES _____ NO _____ </td> </tr> <tr> <td colspan="2"> ARE YOU A NON-SMALL BUSINESS CLAIMING AT LEAST 25% SMALL BUSINESS SUBCONTRACTOR PREFERENCE? YES _____ NO _____ </td> </tr> <tr> <td colspan="2"> \$ _____ </td> </tr> </table>		REQUISITION OR CONTROL # _____		ARE YOU CLAIMING PREFERENCE AS A SMALL BUSINESS: YES _____ NO _____		IF YES, MANUFACTURER? YES _____ NO _____		ARE YOU A NON-SMALL BUSINESS CLAIMING AT LEAST 25% SMALL BUSINESS SUBCONTRACTOR PREFERENCE? YES _____ NO _____		\$ _____	
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Bidder offers and agrees if this response is accepted within 45 calendar days following the date the response is due to furnish all the items upon which prices are quoted, at the prices set opposite each item, delivered at the designated point(s) by the method of delivery and within the times specified and subject to the attached General Provisions. DELCARATIONS UNDER PENALTY OF PERJURY: By signing above, with inclusion of the date of signature, the above signed bidder DECLARES UNDER PENALTY OF PERJURY under the laws of the State of California as follows: (1) (STATEMENT OF COMPLIANCE). The above signed as complied with the non-discrimination program requirements of Government Code 12990 and Title 2, California Administrative Code Section 8103, and such declaration is true and correct. (2) The National Labor Relations Board declaration set forth in Paragraph 48 of the General Provisions is true and correct. (3) If a claim is made for the Small Business or Disabled Veterans Business preference, the information set forth within is true and correct.																			
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Bid Requirements

1. **Quotation Award:** For the purposes of this solicitation, contract award will be made on the basis of "All or None".
2. **Cash Discounts:** Cash discounts will not be considered when evaluating bid responses for award purposes. However, cash discounts may be offered and taken by departments processing invoices within the timeframe specified.
3. **Shipment:** For the purposes of this solicitation, only bid responses quoting F.O.B Destination will be accepted.
4. **Inquiries/questions:** Written questions must be emailed to IT Buyer at hqchau@water.ca.gov no later than 2PM, Friday, April 3, 2009. DWR will post answers on the Contracts Registrar Website no later than Friday, April 10, 2009.
5. **Bidder's Instructions:** Please review the Bidder's Instructions (GSPD-451, effective 08/30/07) at:
<http://www.documents.dgs.ca.gov/pd/modellang/BidderInstructions080307.pdf>
6. **IT General Provisions:** Please review the IT General Provisions (GSPD-401IT, effective 04/12/07). Should an award be made from this solicitation, the IT General Provisions language will be incorporated into the procurement document.
<http://www.documents.dgs.ca.gov/pd/modellang/GPIT0407.pdf>
7. **Information Technology Software License Special Provisions:** Please review the IT Software License Special Provisions, effective 01/21/03. Should an award be made from this solicitation, the IT Software License Special Provisions language will be incorporated into the procurement document.
<http://www.documents.dgs.ca.gov/pd/modellang/softwarespecial012103.pdf>
8. **Information Technology Personal Services Special Provisions:** Please review the IT Personal Services Special Provisions, effective 02/08/07. Should an award be made from this solicitation, the IT Personal Services Special Provisions language will be incorporated into the procurement document.
www.documents.dgs.ca.gov/pd/modellang/PersonalServiceSpecial020807.pdf
9. **Quotation attachments:** Bid responses that reference a supplier's own terms and conditions or provisions will be considered non-responsive and will be rejected.
12. **Important Note:** Bids shall be submitted in a sealed envelope/package with the solicitation number and the bid due date and time clearly marked on the outside of the envelope/package.

Responsible Bidder: The Department of Water Resources may require bidder(s) to submit evidence of their qualifications at such times and under conditions, as it may deem necessary. The question of whether a particular bidder is a responsible bidder may involve an evaluation of the bidder's experience, type of facility, expertise or financial resources regarding the particular items requested by the pertinent solicitation. If a bidder has been determined to be non-responsive, the bid shall be rejected.

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Facsimile (FAX) Bids: Facsimile machine (fax) bids will not be accepted.

Recycled Content Products: State agencies are required to report purchases in many product categories. In order to comply with those requirements, contractors are required to complete and return the attached Recycled Content Certification form with your bid response. Failure to complete and return the form may disqualify your bid from consideration.

Payee Data Record: A completed Std204, Vendor Data Record which is available electronically at <http://www.documents.dgs.ca.gov/osp/pdf/std204.pdf> must be submitted with response to RFQ.

Seller's Permit: If applicable, please note that award will be conditional on providing the following document prior to award: You must provide your company's California retailer's seller's permit or certification of registration and, if applicable, the permit or certification of all participating affiliates, issued by California's State Board of Equalization (BOE), pursuant to all requirements as set forth in Sections 6487, 7101 and sections 6452.1, 6487.3, 18510 of the Revenue and Taxation Code, and Section 10295.1 of the Public Contract code. In order to expedite the process of verifying the validity of the permit, provide the BOE permit number in the space provided below (or attach a copy of the permit with your bid.)

Retailer's Seller's Permit Number: _____

California Disabled Veteran Business Enterprise (DVBE) Program Requirements: For the purposes of this solicitation, the DVBE program requirements are waived due to time constraints.

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 in the box on the right hand side of the first page of this solicitation.

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 in the box on the right hand side of the first page of this solicitation.

Attachment with bid 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).

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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 bid 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 bids are due.

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

Declaration Forms: All bidders must complete the Bidder Declaration GSPD-05-105 and include it with the bid response. When completing the declaration, bidders must identify all subcontractors proposed for participation in the contract. Bidders awarded a contract are contractually obligated to use the subcontractors for the corresponding work identified unless the State agrees to a substitution and it is incorporated by amendment to the contract.

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). Should the form not be included with the solicitation, contact the State contracting official or obtain a copy online from the Department of General Services Procurement Division, Office of Small Business and DVBE Services (OSDS) website at www.pd.dgs.ca.gov/smbus. The completed form should be included with the bid response.

At the State's option prior to award, bidders may be required to submit additional written clarifying information. Failure to submit the required written information as specified may be grounds for bid rejection.

Award of Contract: Award of contract, if made, will be in accordance with the RFQ information on Evaluation to a responsible bidder whose bid complies with all the requirements of the RFQ documents and an addenda thereto, except for such immaterial defects as may be waived by the State. Award, if made, will be made within forty-five (45) days after the scheduled date for Contract Award as specified in the RFQ; however, a bidder may extend the offer beyond 45 days in the event of a delay of contract award.

The State reserves the right to determine the successful bidder(s) either on the basis of individual items or on the basis of all items included in its RFQ, unless otherwise expressly provided in the State's RFQ. Unless the bidder specifies otherwise in its bid, the State may accept any item or group of items of any bid. The State reserves the right to modify or cancel in whole or in part its RFQ.

Written notification of the State's intent to award will be made to all bidders. If a bidder, having submitted a bid, can show that its bid, instead of the bid selected by the State, should be selected for contract award, the bidder will be allowed five (5) working days to submit a protest to the Intent to Award, according to the instructions contained in the paragraph titled "Protests" of this RFQ.

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Protests: Any bidder's issues regarding solicitation requirements must be resolved (or attempts to resolve them must have been made) before a protest may be submitted according to the procedure below. These issues will first be resolved by the contact for the solicitation or if they result in a protest, the protest will be submitted to the DGS Procurement Division Deputy Director to hear and resolve issues and whose decision will be final.

If a bidder has submitted a bid which it believes to be totally responsive to the requirements of the RFQ and to be the bid that should have been selected according to the evaluation procedure in the solicitation section on Evaluation and the bidder believes the State has incorrectly selected another bidder for award, the bidder may submit a protest of the selection as described below. Protests regarding selection of the "successful vendor" will be heard and resolved by the Victim Compensation and Government Claims Board whose decision will be final.

All protests of award must be made in writing, signed by an individual authorized to bind the bidder contractually and financially, and contain a statement of the reason(s) for protest; citing the law, rule, regulation or procedures on which the protest is based. The protester must provide facts and evidence to support the claim. Protests must be mailed or delivered to:

Street and Mailing Address:

Deputy Director
Procurement Division
707 Third Street, Second Floor South
West Sacramento, CA 95605

All protests to the RFQ or protests concerning the evaluation, recommendation, or other aspects of the selection process must be received by the DGS Procurement Division Deputy Director as promptly as possible, but not later than the date indicated in the Notification of Intent to Award. Certified or registered mail must be used unless delivered in person, in which case the protester should obtain a receipt of delivery.

GENERAL REQUIREMENTS
Engineering and Geospatial Content
Management and Collaboration Software

The Department of Water Resources (DWR), Division of Engineering (DOE) is inviting responses to the Request for Quotation (RFQ) entitled "Engineering and Geospatial Content Management and Collaboration Software" to replace an existing DOE document management system (W/EDGE), to reverse the proliferation of hardcopy engineering, construction, and real estate documents currently taking up prime office space, enhance the management (storage, retrieval, retention, archiving, and destruction) of documents/records to meet the operational needs and legal mandates of DWR and to leverage technology to enhance the operations and service delivery of DWR, in alignment with the California Performance Review by providing a centralized repository of electronic documents.

Vendors are invited to provide a price quotation and supplemental information, for a Commercial Off the Shelf (COTS) Software package as indicated herein, for the Engineering & Geospatial Content Management and Collaboration Software meeting the mandatory Software Statement of Work Functional requirements outlined in Part II. Evaluation of Quotations will be based upon the following criteria:

- **Part I – Administrative Requirements**
This section contains the non-functional software requirements with which the Bidder must comply. Bidders must adhere to all the Administrative Requirements of this RFQ to be responsive. Any material deviation in the bid will cause it to be rejected.
- **Part II – Statement of Work – Engineering and Geospatial Content Management and Collaboration Software Mandatory Requirements**
This part will account for 50% of the final ranking score. Scoring will be performed by DWR staff involved in support of the DWR Engineering & Geospatial Content Management and Collaboration Software. Evaluation will be based entirely upon the information submitted in response to this RFQ, unless follow-up clarification is requested by DWR.
- **Part III – Customer References**
This will essentially comprise a requirement, since vendors must demonstrate through satisfactory references that they have at least two satisfied public sector (state, county, municipal, or federal government or public education) or private sector customers. References must have used the vendor's core software for at least one year.
- **Part IV – Cost**
The cost proposal will account for 50% of the final ranking score. The lowest cost proposal will receive full credit; other proposals will receive a relative score based upon the lowest cost.

Proposals submitted in response to this RFQ need respond only to the extent of providing sufficient information to satisfy the requirements. Unnecessary or uncalled for documentation should be avoided.

PART I – ADMINISTRATION REQUIREMENTS

1.1 Questions Regarding the RFQ. Any questions or requests for amendment must be in writing to Helen Chau, hqchau@water.ca.gov and received **no later than 2:00pm (PST), Friday, April 3, 2009.**

GENERAL REQUIREMENTS
Engineering and Geospatial Content
Management and Collaboration Software

1.2 Required Information Technology Provisions:

The final State of California Purchase Order for this procurement will include the required State of California's Information Technology (IT) provisions and are non-negotiable. These IT Provisions are listed in order of precedence and are located on the Department of General Services website at the addresses indicated below, are non-negotiable for purpose of this procurement. If you are unable to view these documents, please contact the buyer for the RFQ listed above.

1. Information Technology General Provisions (GSPD-401IT, effective 04/12/07):
<http://www.documents.dgs.ca.gov/pd/modellang/GPIT0407.pdf>
2. Software License Special Provisions (effective 01/21/03):
<http://www.documents.dgs.ca.gov/pd/modellang/softwarespecial012103.pdf>
3. Information Technology Personal Services Special Provisions (effective 02/08/07):
<http://www.documents.dgs.ca.gov/pd/modellang/personalservicespecial020807.pdf>

Any special terms and conditions that are proposed by the bidder may not conflict with provisions of the standard State of California Information Technology General Provisions (GSPD -401IT). Any standard vendor terms and conditions that are in conflict with the State's IT Provisions as identified in Section 1.2 will be expunged by the State.

1.3 Attachments:

The following documents must be returned with the bid response or the bid will be considered non-responsive and non-compliant and will be rejected.

1. Bidder Compliance with mandatory Statement of Work Software Functional Requirements (Attachment 1)
2. Bidder Declaration (Attachment 2)
3. Payee Data Record (Attachment 3)
4. Customer References
5. Retailer's Seller's Permit Number (applicable to State of California registered businesses)
6. OSDS Small Business Certification (if applicable)
7. Bidder's Software Licensing Agreement (if applicable)
8. Authorize Reseller and Service provider letter

GENERAL REQUIREMENTS
Engineering and Geospatial Content
Management and Collaboration Software

PART II – STATEMENT OF WORK SOFTWARE REQUIREMENTS

The proposed Engineering & Geospatial Content Management and Collaboration Software should meet the following functional requirements as commercial off the shelf software. Bidders must return Attachment 1 with their bid and must Initial each line item stating their COTS meets the software functional requirements listed below and attach documentation or provide a thorough explanation or illustration how the proposed COTS software product meets the following requirements.

2.1 Ability to Operate within DWR Technology Infrastructure

The proposed software product must adhere to the following architectural requirements.

- Solutions that utilize a relational data base must use the Department's current standard of Oracle 10g
- Solutions must be able to run on one of the Department's standard server operating systems, which currently are Red Hat Enterprise Linux 5, or MS Windows Server
- Open standards and the use of common interfaces are required. Use of open standards such as J2EE, .Net, XML, and others allow for ease of integration and provides for a reduction in complexity
- Reusable services must be accessible throughout the heterogeneous DWR network
- Solution must support multiple document types (i.e. XML, XSL, etc.)
- Solution must have the ability to support device independence at the presentation layer
- Solution must use messaging when transportation of information leaves the boundary of application or service.
- Solution must have the ability to support the Simple Object Access Protocol (SOAP) for services.
- Solution must separate the data, rules for managing the data, and the methods of accessing the data from the application. Infrastructure, data, and applications will be designed in such a way that they can be maintained independently of each other.
- Solution must have the native ability to present or supply business data as XML.
- Solution must have the native ability to render data as PDF, HTML, and XML.
- Solution must be LDAP compatible

2.2 Scalable Based Systems

The applications must be modular allowing for implementation of additional functionality without adversely affecting the overall software solution.

If your solution is considered a "component based" solution, describe in detail all the individual components.

2.3 User Interface Configuration

The vendor should anticipate that user indexing, search, and workflow screens will require configuration to fit the needs of the Department of Water Resources. Describe your software configuration capabilities.

GENERAL REQUIREMENTS
Engineering and Geospatial Content
Management and Collaboration Software

2.4 Operating Systems

Client software components must be able to run on Windows XP 32 bit desktop operating systems. Software servers' components must be able to operate on either a MS Windows Server or Red Hat Linux 5 server operating system. Any proposed Engineering & Geospatial Content Management and Collaboration Software must adhere to these standards. Describe how your software supports these requirements.

2.5 Database and Storage

The standard database for the Department of Water Resources is Oracle 10g. The standard data storage method for DWR is an EMC SAN environment. Describe how your solution supports these requirements, specifically addressing:

- Your software capability to comply with this standard for the storage of the index, historical information, and document images associated with your proposed solution.

2.6 System Level Security

The Department of Water Resources implemented Active Directory security provided by Windows based servers to control network logon and access to files. In addition the Department uses Active Directory to achieve single-login capabilities for applications. Describe your software capability to authenticate application login using Active Directory.

2.7 Geospatial Content and Geographical Information System (GIS)

The Department of Water Resources seeks to gain effectiveness and efficiencies through the utility of geospatial content and GIS user interfaces. DWR uses ESRI's GIS suite of products. Describe in detail how your solution supports the following requirements:

- Ability to "geo-reference" content
- Ability to interoperate with and manage relationships with Bentley Map
- Ability to view CADD output in an ESRI's ArcGIS environment
- Ability to perform map-based content searches

2.8 Enterprise Level Content Management

The Engineering and Geospatial Content Management and Collaboration Software will be used exclusively for CADD Drawing Management engineering and design activities. The Department of Water Resources will be using an Enterprise Content Management (ECM) package, EMC Documentum or IBM FileNet, to address the Department's overall content and record management business needs. The proposed solution must be able to meet the following requirements. Describe in detail how your solution supports these requirements:

- Be able to store its final artifacts in the DWR Enterprise Content Management file repository (this can be an event driven active)
- Be able to interoperate with EMC Documentum or IBM FileNet

With regard to a central content repository, is your solution self-contained (i.e., does your solution have its own content repository, or does it utilize a different ECM's repository). Describe your repository configuration.

GENERAL REQUIREMENTS
Engineering and Geospatial Content
Management and Collaboration Software

2.9 CADD Platforms

The Department of Water Resources uses Autodesk's AutoCAD and Bentley's MicroStation products. The proposed solution must be able to serve as a CADD Drawing Management support for both the AutoCAD and MicroStation platforms. Describe how your solution will accommodate and manage the following requirements:

- Ability to interoperate with and manage the AutoCAD platform, its file formats, and its associated vertical products and their corresponding compound file relationships
- Ability to interoperate with and manage the MicroStation platform, its file formats, and its associated vertical products and their corresponding compound file relationships
- Ability to interoperate with and manage the following MicroStation vertical applications: InRoads, Descartes, Bentley Map, I/RAS B, and IPlot
- Ability to index AutoCAD and MicroStation tags
- Ability of your solution to convert AutoCAD files to MicroStation files without opening the CADD files, and vice versa
- Ability of your solution to convert AutoCAD files and MicroStation files from one corresponding version to another version (of the same CADD platform) without opening the CADD files
- Support older versions of each CADD platform
- Ability of your solution to accommodate and manage CADD platform upgrades, Autodesk and MicroStation
- Ability of your solution to support existing AutoCAD and MicroStation work-specific and/or project-specific configuration environments (i.e., configurable and customizable user work environments)
- Ability of your solution to manage circular parent-child relationships, nested references, etc.

2.10 Reference Files

The Department of Water Resources uses AutoCAD's XReferences and MicroStation's reference file features and utilities – (for convenience, AutoCAD's XReferences and MicroStation's reference files will collectively be referred to as reference files). Describe how your solution will accommodate and manage the following requirements:

- Ability to query child files (reference files) attached to a given parent file without opening said file
- Ability to query parent files that include a given child file (reference file) without opening said file
- Ability to support hybrid files (i.e., CADD files that include PDF images, raster images, etc.)
- Implications of changing the name of a reference file
- Implications of changing the name of a parent file
- Implications of changing the file path location of a reference file
- Implications of changing the file path location of a parent file
- Ability to mend broken parent-child relationships
- Ability for your solution to notify simultaneous users when a common file or reference file is checked-out

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Engineering and Geospatial Content
Management and Collaboration Software

2.11 Redlining

The Department of Water Resources will utilize your solution's redlining features to perform markups of documents. The proposed solution must be able to do the following. Describe how your solution accomplishes these requirements:

- Attach markups to a document
- Query markups by author
- Perform markups on a document independent of the document's native application

2.12 Printing and Plotting

The ease and efficiency of printing/plotting files is critical for the Department of Water Resources. The proposed solution must provide the ability to do the following. Describe how your solution accomplishes these requirements:

- Perform batch printing/plotting
- Configure and automate the batch printing/plotting process to include schedule-based and event-based printing/plotting
- Print/plot files without opening the file
- Print/plot files independent of the files' native application

2.13 CADD Files to PDF

The Department of Water Resources often creates PDF files from CADD drawing files. Describe how your solution will meet the following requirements:

- Ability to create a PDF from a CADD drawing file without opening the CADD drawing file
- Ability of the PDF-created file to utilize the native CADD application's color table
- Ability of the PDF-created file to utilize the native CADD application's pen table
- Ability of the PDF-created file to utilize the native CADD application's plot extents feature
- Ability of the PDF-created file to utilize the native CADD application's layer/level controls
- Ability to create a PDF from a three-dimensional (3-D) CADD file
- Ability of the PDF-created file to maintain the drawing attributes and metadata, intrinsic to the original CADD drawing file

2.14 CADD Features, Miscellaneous

Describe how your solution will meet the following requirements:

- Ability to perform CADD Standards checking
- Ability to provide a viewer for 3-D modeling "walkthroughs"
- Ability to identify physical conflicts between interfacing 3-D models
- Ability to identify the differences between two versions of the same CADD drawing
- Ability to imprint watermarks on files

2.15 File Structure and Electronic Transport

Describe how your solution will accommodate and manage the following requirements:

- Ability to compress data to help shorten presentation layer response times
- Ability to optimize the file transfer over LAN/WAN for electronic file transport
- Ability to virtually locate files in multiple folders while only truly being located in one folder

GENERAL REQUIREMENTS

Engineering and Geospatial Content Management and Collaboration Software

- Ability to utilize your solution in a distributed-site configuration
- Ability to check-in a file from a distributed site,
- Ability to only check-in those features of the file that have been modified
- Ability of your solution to locally cache files

2.16 CADD Drawing Title Block Synchronization

The Department of Water Resources will utilize system features, routines, and functions to synchronize the title blocks of CADD drawings (data fields) with the drawing files' metadata. The proposed solution must be able to provide the creation of several CADD drawing title block synchronizations such as:

- Where data fields within the title blocks may be automatically populated/modified by the drawing files' metadata
- Where the files' metadata may be populated/modified by the data fields within the title blocks
- Where title blocks may be populated/modified via the files' metadata without the need for opening the file (i.e., manipulate the metadata via the system's file browser or dialog box)
- Where the sequential sheet numbers of drawings (within the same set of plans) can be automatically updated/modified upon the addition/deletion of a drawing

Describe how your solution meets the above requirements.

2.17 Search

Content findability is critical to the Department of Water Resources. The proposed solution must provide search engine and search capability including the following. Describe how your solution meets these requirements.

- Full text search functionality of content files
- Full text search functionality of CADD files and their blocks or cells
- Full text search of project attributes

2.18 Ease of Use

The Engineering & Geospatial Content Management and Collaboration Software must be able to provide the following. Describe how your solution meets these requirements:

- Enable users to access electronic document services from both client workstations and remotely connected computers
- Provide a common web browsers user interface that allows access to the software features
- Provide the ability to save information in user-selectable formats, such as xml, html, pdf, pdf/a, dgn, xls, and doc
- Provide the ability for web publishing by providing a mechanism for authorized users to create HTML and XML templates for specific classes or type of documents and convert document to templates for web distribution
- Be able to display several records simultaneously
- Allow windows to be user configured: allow users to move, re-size and modify their appearance, and to save modifications in a user profile
- Allow persistent defaults for data entry where desirable: these defaults use include user-define values, value same as previous item, values derived from context, e.g., data, file reference, and user identifiers

GENERAL REQUIREMENTS
Engineering and Geospatial Content
Management and Collaboration Software

- Provide the capability to perform global data update and allow user to define cross-references between related records, both within the same file and in different files, allowing easy navigation between the records: user should be able to enter metadata from images of printed documents
- Provide features to allow the use of optical character recognition to capture metadata from the image (zoned optical character recognition)

2.19 Scalability

The Engineering & Geospatial Content Management and Collaboration Software must be fully scalable. Describe how your solution will meet these scalability requirements listed below:

- Allow for an increase of the number of users and volumes of data without replacing primary system components (e.g., scalability in terms of increased memory, disk storage, optical storage, CPU speed, and size, etc.)
- Not impose limits on the number of classification elements, files, volumes, or records
- Have a high degree of modularity, allowing for implementation of additional functionality without adversely affecting the overall system
- Support for a distributed environment where multiple repositories exist in multiple widely dispersed geographic location
- Support replication between repositories
- Interoperate with the following technologies: GIS and SAP

2.20 Performance

Software must provide adequate response times for commonly performed functions under standard conditions. Describe in detail how your software satisfies our performance requirements listed below.

- System should be able to perform a simple search within 3 seconds and complex search within 10 seconds regardless of the storage capacity or number of files and records within the system's database.
- System should be able to retrieve and display within 4 seconds the first page of a record that has been accessed within the previous 3 months, regardless of the storage capacity or number of files and records on the system.
- System should be able to retrieve and display within 5 seconds the first page of a record that has not been accessed within the previous 3 months, regardless of the storage capacity or number of files and records on the system.

2.21 Openness, Connectivity and Standards

Describe in detail how your software satisfies the above statements.

- Software should utilize industry standard protocols commonly available throughout the document management, imaging and workflow industries.
- Proposed solution should provide a rich set of programming interfaces that will interoperate with standard applications used at DWR. The solution software should enable developers to write applications, either client-server or thin client that will operate on MS windows desktops, in one or more languages such as JAVA, PHP and *.Net.

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Management and Collaboration Software

2.22 Software Support

Describe in detail how the bidder will provide software maintenance service, installation services and knowledge transfer/training.

- **Software Maintenance:** Solution must include one year maintenance support including additional patches, no cost upgrades to new versions, on-site assistance, and 24 x 7 telephone support, 365 days a year. Vendor to provide software maintenance cost for years 2, 3, 4 and 5. The information for software maintenance costs in future years will not be evaluated as part of this RFQ.
- **Installation:** Solution must include installation, configuration documentation and testing of the COTS package. DWR will be responsible for the physical servers and database.
- **Knowledge Transfer:** Must provide on-site training of selected administrators for the system, minimum of one (1) 3-day formal training of the product for a minimum of fifteen (15) DWR employees at DWR Headquarters and provide documentation for software installation, software configuration, and process documentation. What subsequent, ongoing training is available and what is the cost of subsequent formal training? This information for subsequent training will not be evaluated as part of this RFQ.

PART III - CUSTOMER REFERENCES

- 3.1 When (Month/Year) was the first shipment of the COTS product made to a paying customer? How many paying customers currently use the COTS product?
- 3.2 Vendor must provide a minimum of two (2) public or private sector references that use the product in a Micro Station or AutoCAD productive environment. Customer Reference sheets must provide at least the following information:
- a. Government Agency or Company Name
 - b. City and State of Headquarters
 - c. Respondent's name and title
 - d. Respondent's telephone number
- 3.3 Evidence that customer reference has used the core software with Micro Station or AutoCAD productive environments for at least one (1) year.

PART IV - COSTS

On a separate sheet, please provide cost information, displayed in the format indicated. Other information, such as product descriptions or stock numbers, may also be provided.

The cost components enumerated below will be summed for comparative purposes. However, the initial contract will consist only of the software purchase, 1st year maintenance/support, installation and knowledge transfer.

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Engineering and Geospatial Content
Management and Collaboration Software

Cost Proposal Format

Line	Description	Annual Cost
1	Initial software purchase price and Professional Services, including all required components (Part I), 1 st year maintenance/support, installation, and knowledge transfer	\$xxx,xxx
	Total 1-year cost	\$xxx,xxx

PART V – BID SUBMITTAL

Quotation must include an approval page or letter, signed by a company official authorized to submit quotations. This must be followed by separate sections in response to Parts I, II and III above. The cost quotation (Part IV) must be submitted in a separate sealed envelope. The bidder's software licensing provisions will follow the technical and cost proposals as Part V of the response package.

Responses to this Request for Quotations must be submitted (electronically or hard copy) to the following address no later than 2:00pm (PST), **Friday, April 17, 2009**:

Department of Water Resources
Attention: Helen Chau
1416 Ninth Street, Room P.O. Box 942836, Room 315
Sacramento, CA 94236-0001
Email: hqchau@water.ca.gov
Phone: (916) 653-5154

Software selection is expected to be announced on or about **April 24, 2009**. Final award will be made on or about **May 1, 2009**, following completion of a 5 working day protest period.

The following attachments are required to be submitted in the bid response:

1. Bidder's Compliance with Mandatory Software Functional Requirements – (Attachment 1)
2. Bidder Declaration form GSPD -05-105, (Attachment 2)
3. Payee Data Record, Std.204, (Attachment 3)
4. Customer References
5. Retailer's Seller's Permit Number (applicable to State of California registered businesses)
6. OSDS Small Business Certification (if applicable)
7. Bidder's Software Licensing Agreement (if applicable)
8. Authorize Reseller and Service provider letter (if applicable)

PART VI – EVALUATION METHODOLOGY

The evaluation of bids will be on a best value basis. The following requirements will be evaluated and scored as either pass or fail or assigned points.

PART I – Administrative Requirements will be evaluated and scored on a pass or fail basis. Any bidder objecting to the State's IT language provisions will be deemed non-compliant.

GENERAL REQUIREMENTS
Engineering and Geospatial Content
Management and Collaboration Software

PART II – Statement of Work Software Functional Requirements (Maximum of 430 Points)
Statement of Work Software Functional Requirements will be scored based on Weighted Percentage Scoring Guidelines. The following guidelines and considerations will be used to determine scores for each specific component to be evaluated in Part II. Evaluators will score the submittals based on percentages for levels of quality, as indicated below. The percentages will then be translated to points based upon the weight for the particular item. For example, if a Bidder under the “Installation” component (maximum 5 points) is determined to be “Excellent” it will get 4 points (0.8×5). If another Bidder in the same category is “Fair” it will get only 2 points (0.4×5).

PERCENTAGE	DESCRIPTION
Non-Compliant 0	Fails to address the component or the bidder does not describe any experience related to the component.
Poor 20%	Minimally addresses the requirements, but one or more major considerations of the component are not addressed, or so limited that it results in a low degree of confidence in the bidder's response or proposed solution.
Fair 40%	The response addresses the component adequately, but minor considerations may not be addressed. Acceptable degree of confidence in the Bidder's response or proposed solution.
Good 60%	The response fully addresses the component and provides a good quality solution. Good degree of confidence in the Bidder's response or proposed solution.
Excellent 80%	All considerations of the component are addressed with a high degree of confidence in the Bidder's response or proposed solution.
Outstanding 100%	All considerations of the component are addressed with the highest degree of confidence in the Bidder's response or proposed solution.

Statement of Work Software Functional Requirements (Refer to Part II)

Item	Evaluation Criteria	Points Possible	Actual Points	Comments (Attach additional pages if necessary)
2.1	Ability to Operate within DWR Technology Infrastructure	10		
2.2	Scalable Based Systems	10		
2.3	User Interface Configuration	10		
2.4	Operating Systems	10		
2.5	Database and Storage	10		
2.6	System Level Security	10		
2.7	Geospatial Content and Geographical Information System	30		
2.8	Enterprise Level Content Management	30		
2.9	CADD Platforms	30		
2.10	Reference Files	30		
2.11	Redlining	30		

GENERAL REQUIREMENTS
Engineering and Geospatial Content
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2.12	Printing and Plotting	30		
2.13	CADD Files to PDF	30		
2.14	CADD Features, Miscellaneous	30		
2.15	File Structure and Electronic Transport	30		
2.16	CADD Drawing Title Block Synchronization	30		
2.17	Search	10		
2.18	Ease of Use	10		
2.19	Scalability	10		
2.20	Performance	10		
2.21	Openness, Connectivity and Standards	15		
2.22	Software Support	15		
Total Points		430		

PART III – Customer References will be evaluated and scored on a pass or fail basis. Vendor must supply a minimum of two (2) satisfied public sector (state, county, municipal, or federal government or public education) or private sector customer references that has used the vendor's core software in a Micro Station or AutoCAD productive environment for at least one year. The customer references must include the following reference information:

- (1) Customer Reference Sheets must provide at least the following information:
 - a. Public Sector or Private Sector name
 - b. City and state of headquarters
 - c. Respondent's name and title
 - d. Respondent's telephone number
- (2) Evidence that the core software has been in use successfully in Micro Station or AutoCAD productive environments for at least one (1) year.

PART IV - Cost (Maximum of 430 Points)

Cost will be evaluated based on the Contractor proposing the lowest cost will receive the maximum number of points. A proportional number of points will be assigned to each of the remaining contractors as demonstrated in the following example. The Contractor cost score will be rounded up or down to the nearest number.

Note: Costs envelopes will not be opened and scored for any bidder who is deemed non-compliant and disqualified for not meeting the requirements of Part I – Administrative Requirements, Part II - Statement of Work Software Functional Requirements or Part III – Customer References.

Vendor	Proposed Cost	Formula	Result	Total Cost Score
A	248,000	$238,000/248,000$	$.9597 * 430$	412.67
B	240,000	$238,000/240,000$	$.9917 * 430$	426.43
C	238,000	$238,000/238,000$	$1.000 * 430$	430.00

GENERAL REQUIREMENTS
Engineering and Geospatial Content
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D. Summary of Points

Vendor	Administrative Requirements (Pass/Fail)	Customer References (Pass/Fail)	Functional Requirements (430 Pts Max)	Costs (430 Pts Max)	Total Points
A					
B					
C					

**Bidder's Compliance with Mandatory
Software Functional Requirements**

A. Mandatory Software Functional Requirements

Bidders must Initial each line item in the Vendor's Initial Box stating their COTS meets the mandatory software functional requirements detailed in the Part II – Statement of Work Software Requirements. Bidders must provide detailed documentation or thoroughly explained how the COTS meets each of the Statement of Work Software Requirements as required in Part II. Any line item which does not have the vendor's initials will be deemed non-compliant and disqualified for not meeting the mandatory Statement of Work Software Functional Requirements. DWR will use an identical table to score vendor's functional requirements. Any vendor scoring a "0" in any of the categories below will be deemed non-compliant and will be rejected.

Item	Evaluation Criteria	Points Possible	Vendor's Initial Box	Comments (Attach additional pages if necessary)
2.1	Ability to Operate within DWR Technology Infrastructure	10		
2.2	Scalable Based Systems	10		
2.3	User Interface Configuration	10		
2.4	Operating Systems	10		
2.5	Database and Storage	10		
2.6	System Level Security	10		
2.7	Geospatial Content and Geographical Information System	30		
2.8	Enterprise Level Content Management	30		
2.9	CADD Platforms	30		
2.10	Reference Files	30		
2.11	Redlining	30		
2.12	Printing and Plotting	30		
2.13	CADD Files to PDF	30		
2.14	CADD Features, Miscellaneous	30		
2.15	File Structure and Electronic Transport	30		
2.16	CADD Drawing Title Block Synchronization	30		
2.17	Search	10		
2.18	Ease of Use	10		
2.19	Scalability	10		
2.20	Performance	10		
2.21	Openness, Connectivity and Standards	15		
2.22	Software Maintenance	15		
Total Points		430		

BIDDER DECLARATION

Attachment 2

1. Prime bidder information (Review attached Bidder Declaration Instructions prior to completion of this form):

- a.** Identify current California certification(s) (MB, SB, SB/NVSA, DVBE): _____ or None _____ (If "None," go to Item #2)
- b.** Will subcontractors be used for this contract? **Yes** _____ **No** _____ (If yes, indicate the distinct element of work your firm will perform in this contract e.g., list the proposed products produced by your firm, state if your firm owns the transportation vehicles that will deliver the products to the State, identify which solicited services your firm will perform, etc.). Use additional sheets, as necessary.

- c.** If you are a California certified DVBE: (1) Are you a broker or agent? **Yes** _____ **No** _____
(2) If the contract includes equipment rental, does your company own at least 51% of the equipment provided in this contract (quantity and value)? **Yes** _____ **No** _____ **N/A** _____

2. If no subcontractors will be used, skip to certification below. Otherwise, list all subcontractors for this contract. (Attach additional pages if necessary):

Subcontractor Name, Contact Person, Phone Number & Fax Number	Subcontractor Address & Email Address	CA Certification (MB, SB, DVBE or None)	Work performed or goods provided for this contract	Corresponding % of bid price	Good Standing?	51% Rental?

CERTIFICATION: By signing the bid response, I certify under penalty of perjury that the information provided is true and correct.

BIDDER DECLARATION Instructions

Attachment 2

All prime bidders (the firm submitting the bid) must complete the Bidder Declaration.

1.a. Identify all current certifications issued by the State of California. If the prime bidder has no California certification(s), check the line labeled "None" and proceed to Item #2. If the prime bidder possesses one or more of the following certifications, enter the applicable certification(s) on the line:

- Microbusiness (MB)
- Small Business (SB)
- Small Business Nonprofit Veteran Service Agency (SB/NVSA)
- Disabled Veteran Business Enterprise (DVBE)

1.b. Mark either "Yes" or "No" to identify whether subcontractors will be used for the contract. If the response is "No," proceed to Item #1.c. If "Yes," enter on the line the distinct element of work contained in the contract to be performed or the goods to be provided by the prime bidder. Do not include goods or services to be provided by subcontractors.

Bidders certified as MB, SB, SB/NVSA, and/or DVBE must provide a commercially useful function as defined in Military and Veterans Code Section 999(e)(2)(A) for DVBEs and Government Code Section 14837(d)(4)(A) for small/microbusinesses. For questions regarding commercially useful function determinations made in conjunction with certification approval, contact the Department of General Services, Procurement Division, Office of Small Business and DVBE Certification (OSDC), OSDC Certification and Compliance Unit via email at: osdchelp@dgs.ca.gov

Bids must propose that certified bidders provide a commercially useful function for the resulting contract or the bid will be deemed non-responsive and rejected by the State. For questions regarding the solicitation, contact the procurement official identified in the solicitation.

Note: A subcontractor is any person, firm, corporation, or organization contracting to perform part of the prime's contract.

1.c. This item is only to be completed by businesses certified by California as a DVBE.

(1) Declare whether the prime bidder is a broker or agent by marking either "Yes" or "No." The Military and Veterans Code Section 999.2 (b) defines "broker" or "agent" as a certified DVBE contractor or subcontractor that does not have title, possession, control, and risk of loss of materials, supplies, services, or equipment provided to an awarding department, unless one or more of the disabled veteran owners has at least 51-percent ownership of the quantity and value of the materials, supplies, services, and of each piece of equipment provided under the contract.

(2) If bidding rental equipment, mark either "Yes" or "No" to identify if the prime bidder owns at least 51% of the equipment provided (quantity and value). If **not** bidding rental equipment, mark "N/A" for "not applicable."

2. If no subcontractors are proposed, do not complete the table. Read the certification at the bottom of the form and complete "Page ____ of ____" on the form.

If subcontractors will be used, complete the table listing all subcontractors. If necessary, attach additional pages and complete the "Page ____ of ____" accordingly.

2. (continued) Column Labels

Subcontractor Name, Contact Person, Phone Number & Fax Number—List each element for all subcontractors.

Subcontractor Address & Email Address—Enter the address and if available, an Email address.

CA Certification (MB, SB, DVBE or None)—If the subcontractor possesses a current State of California certification(s), verify on the OSDC website (www.pd.dgs.ca.gov/smbus) that it is still valid and list all current certifications here. Otherwise, enter "None." [Note: A SB/NVSA should not be participating as a subcontractor]

Work performed or goods provided for this contract—Identify the distinct element of work contained in the contract to be performed or the goods to be provided by each subcontractor. Certified subcontractors must provide a commercially useful function for the contract. (See paragraph 1.b above for code citations regarding the definition of commercially useful function.) If a certified subcontractor is further subcontracting a greater portion of the work or goods provided for the resulting contract than would be expected by normal industry practices, attach a separate sheet of paper explaining the situation.

Corresponding % of bid price—Enter the corresponding percentage of the total bid price for the goods and/or services to be provided by each subcontractor. Do not enter a dollar amount.

Good Standing?—Provide a response for each subcontractor listed. Enter either "Yes" or "No" to indicate that the prime bidder has verified that the subcontractor(s) is in good standing for all of the following:

- Possesses valid license(s) for any license(s) or permits required by the solicitation or by law
- If a corporation, the company is qualified to do business in California and designated by the State of California Secretary of State to be in good standing
- Possesses valid State of California certification(s) if claiming MB, SB, and/or DVBE status
- Is **not** listed on the OSDC website as ineligible to transact business with the State

51% Rental?—This pertains to the applicability of rental equipment. Based on the following parameters, enter either "N/A" (not applicable), "Yes" or "No" for each subcontractor listed.

Enter "N/A" if the:

- Subcontractor is **NOT** a DVBE (regardless of whether or not rental equipment is provided by the subcontractor) or
- Subcontractor is **NOT** providing rental equipment (regardless of whether or not subcontractor is a DVBE)

Enter "Yes" if the subcontractor is a California certified DVBE providing rental equipment and the subcontractor owns at least 51% of the rental equipment (quantity and value) it will be providing for the contract.

Enter "No" if the subcontractor is a California certified DVBE providing rental equipment but the subcontractor does **NOT** own at least 51% of the rental equipment (quantity and value) it will be providing.

Read the certification at the bottom of the page and complete the "Page ____ of ____" accordingly.

PAYEE DATA RECORD

(Required when receiving payment from the State of California in lieu of IRS W-9)
STD. 204 (Rev. 6-2003)

DWR RFQ #: 10034724

Attachment 3

1	INSTRUCTIONS: Complete all information on this form. Sign, date, and return to the State agency (department/office) address shown at the bottom of this page. Prompt return of this fully completed form will prevent delays when processing payments. Information provided in this form will be used by State agencies to prepare Information Returns (1099). See reverse side for more information and Privacy Statement. NOTE: Governmental entities, federal, State, and local (including school districts), are not required to submit this form.								
2	PAYEE'S LEGAL BUSINESS NAME (Type or Print) _____ <table style="width: 100%;"> <tr> <td style="width: 60%;">SOLE PROPRIETOR – ENTER NAME AS SHOWN ON SSN (Last, First, M.I.) _____</td> <td style="width: 40%;">E-MAIL ADDRESS _____</td> </tr> <tr> <td>MAILING ADDRESS _____</td> <td>BUSINESS ADDRESS _____</td> </tr> <tr> <td>CITY, STATE, ZIP CODE _____</td> <td>CITY, STATE, ZIP CODE _____</td> </tr> </table>			SOLE PROPRIETOR – ENTER NAME AS SHOWN ON SSN (Last, First, M.I.) _____	E-MAIL ADDRESS _____	MAILING ADDRESS _____	BUSINESS ADDRESS _____	CITY, STATE, ZIP CODE _____	CITY, STATE, ZIP CODE _____
SOLE PROPRIETOR – ENTER NAME AS SHOWN ON SSN (Last, First, M.I.) _____	E-MAIL ADDRESS _____								
MAILING ADDRESS _____	BUSINESS ADDRESS _____								
CITY, STATE, ZIP CODE _____	CITY, STATE, ZIP CODE _____								
3	ENTER FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN): _____ ☐ PARTNERSHIP ☐ ESTATE OR TRUST CORPORATION: ☐ MEDICAL (e.g., dentistry, psychotherapy, chiropractic, etc.) ☐ LEGAL (e.g., attorney services) ☐ EXEMPT (nonprofit) ☐ ALL OTHERS ☐ INDIVIDUAL OR SOLE PROPRIETOR ENTER SOCIAL SECURITY NUMBER: _____ (SSN required by authority of California Revenue and Tax Code Section 18646)		NOTE: Payment will not be processed without an accompanying taxpayer I.D. number.						
4	PAYEE RESIDENCY STATUS ☐ California resident - Qualified to do business in California or maintains a permanent place of business in California. ☐ California nonresident (see reverse side) - Payments to nonresidents for services may be subject to State income tax withholding. ☐ No services performed in California. ☐ Copy of Franchise Tax Board waiver of State withholding attached.								
5	I hereby certify under penalty of perjury that the information provided on this document is true and correct. Should my residency status change, I will promptly notify the State agency below. <table style="width: 100%;"> <tr> <td style="width: 70%;">AUTHORIZED PAYEE REPRESENTATIVE'S NAME (Type or Print) _____</td> <td style="width: 30%;">TITLE _____</td> </tr> <tr> <td>SIGNATURE _____</td> <td> DATE _____ TELEPHONE () _____ </td> </tr> </table>			AUTHORIZED PAYEE REPRESENTATIVE'S NAME (Type or Print) _____	TITLE _____	SIGNATURE _____	DATE _____ TELEPHONE () _____		
AUTHORIZED PAYEE REPRESENTATIVE'S NAME (Type or Print) _____	TITLE _____								
SIGNATURE _____	DATE _____ TELEPHONE () _____								
6	Please return completed form to: Department/Office: _____ Unit/Section: _____ Mailing Address: _____ City/State/Zip: _____ Telephone: () _____ Fax: () _____ E-mail Address: _____								

STATE OF CALIFORNIA-DEPARTMENT OF FINANCE
PAYEE DATA RECORD
STD. 204 (Rev. 6-2003) (REVERSE)

1	<u>Requirement to Complete Payee Data Record, STD. 204</u> A completed Payee Data Record, STD. 204, is required for payments to all non-governmental entities and will be kept on file at each State agency. Since each State agency with which you do business must have a separate STD. 204 on file, it is possible for a payee to receive this form from various State agencies. Payees who do not wish to complete the STD. 204 may elect to not do business with the State. If the payee does not complete the STD. 204 and the required payee data is not otherwise provided, payment may be reduced for federal backup withholding and nonresident State income tax withholding. Amounts reported on Information Returns (1099) are in accordance with the Internal Revenue Code and the California Revenue and Taxation Code.
2	Enter the payee's legal business name. Sole proprietorships must also include the owner's full name. An individual must list his/her full name. The mailing address should be the address at which the payee chooses to receive correspondence. Do not enter payment address or lock box information here.
3	Check the box that corresponds to the payee business type. Check only one box. Corporations must check the box that identifies the type of corporation. The State of California requires that all parties entering into business transactions that may lead to payment(s) from the State provide their Taxpayer Identification Number (TIN). The TIN is required by the California Revenue and Taxation Code Section 18646 to facilitate tax compliance enforcement activities and the preparation of Form 1099 and other information returns as required by the Internal Revenue Code Section 6109(a). The TIN for individuals and sole proprietorships is the Social Security Number (SSN). Only partnerships, estates, trusts, and corporations will enter their Federal Employer Identification Number (FEIN).
4	<u>Are you a California resident or nonresident?</u> A corporation will be defined as a "resident" if it has a permanent place of business in California or is qualified through the Secretary of State to do business in California. A partnership is considered a resident partnership if it has a permanent place of business in California. An estate is a resident if the decedent was a California resident at time of death. A trust is a resident if at least one trustee is a California resident. For individuals and sole proprietors, the term "resident" includes every individual who is in California for other than a temporary or transitory purpose and any individual domiciled in California who is absent for a temporary or transitory purpose. Generally, an individual who comes to California for a purpose that will extend over a long or indefinite period will be considered a resident. However, an individual who comes to perform a particular contract of short duration will be considered a nonresident. Payments to all nonresidents may be subject to withholding. Nonresident payees performing services in California or receiving rent, lease, or royalty payments from property (real or personal) located in California will have 7% of their total payments withheld for State income taxes. However, no withholding is required if total payments to the payee are \$1,500 or less for the calendar year. For information on Nonresident Withholding, contact the Franchise Tax Board at the numbers listed below: Withholding Services and Compliance Section: 1-888-792-4900 E-mail address: wscs.gen@ftb.ca.gov For hearing impaired with TDD, call: 1-800-822-6268 Website: www.ftb.ca.gov
5	Provide the name, title, signature, and telephone number of the individual completing this form. Provide the date the form was completed.
6	This section must be completed by the State agency requesting the STD. 204.
	<u>Privacy Statement</u> Section 7(b) of the Privacy Act of 1974 (Public Law 93-579) requires that any federal, State, or local governmental agency, which requests an individual to disclose their social security account number, shall inform that individual whether that disclosure is mandatory or voluntary, by which statutory or other authority such number is solicited, and what uses will be made of it. It is mandatory to furnish the information requested. Federal law requires that payment for which the requested information is not provided is subject to federal backup withholding and State law imposes noncompliance penalties of up to \$20,000. You have the right to access records containing your personal information, such as your SSN. To exercise that right, please contact the business services unit or the accounts payable unit of the State agency(ies) with which you transact that business. All questions should be referred to the requesting State agency listed on the bottom front of this form.