V. ADMINISTRATIVE REQUIREMENTS

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V.1 INTRODUCTION

This section establishes the administrative requirements for the California Department of Corrections and Rehabilitation (CDCR) HCSS Project Request for Proposal (RFP-08-001-ITS). Bidders must adhere to all the administrative requirements of this RFP. These include:

- Rules in RFP Section II, Rules Governing Competition
- Format specified in RFP Section VIII, Proposal Format
- Completion of cost sheets specified in RFP Section VII, Pricing Proposal and Appendix D, Cost Workbook
- Administrative Requirements of this section.

The Administrative Requirements Response Matrix, Appendix C, Form 5.1 (henceforth referred to as "Matrix") must be completed and returned with the Proposal. A response to all requirements is mandatory. Failure to positively identify the Bidder's compliance to the requirement may be deemed a material deviation and may subject the Bidder's Proposal to rejection.

For certain Administrative Requirements, Bidders are required to complete forms. Appendix C, Bid Response Forms, provides these forms for use by Bidders.

All of the Bidder responses to Administrative Requirements in the Proposal must be organized so that these items can be easily found and must be cross-referenced by the Administrative Requirement number ("Administrative Requirement #"). The Proposal may include any appropriate exhibits necessary to illustrate responsiveness. These exhibits must be clearly labeled and cross-referenced to the Proposal narrative by "Administrative Requirement #".

Unless otherwise specified in the detail of the Administrative Requirement, the Bidder need only respond once to any Administrative Requirement. The response will cover all phases of the project where the Administrative Requirement applies.

V.2 BUSINESS QUALIFICATIONS

V.2.1 Prime Contractor Responsibility

The CDCR requires that a Bidder submitting a Proposal that results in the award of a contract will be considered the "Prime Contractor." The selected Prime Contractor must accept full responsibility for coordinating and controlling all aspects of the contract, including support or activities to be performed by any sub and/or secondary contractors. The Prime Contractor will be the sole point of contact with the CDCR relative to contract performance. If this performance involves the use or modification of one or more products proprietary to another firm, the Prime Contractor will be responsible for acquiring a proper license for CDCR' use or modification of such proprietary products. No such license may be accepted without the review and approval of the CDCR. If the Proposal includes equipment or services provided by other firms, the Prime Contractor is responsible for the delivery and maintenance of the entire business solution.

In all contractual matters, the CDCR will consider the Prime Contractor to be the sole point of contact. There will be no assignment of responsibility to a third party without prior written

approval from the CDCR. All invoicing and payment transactions will be conducted solely with the Prime Contractor.

ADMINISTRATIVE REQUIREMENT 1: Bidder must agree to accept full Prime Contractor responsibility for coordinating and controlling all aspects of the contract and any Subcontractors. The Bidder must check "Yes" on the Matrix in Appendix C, Bid Response Forms, indicating compliance, or "No" on the Matrix indicating non-compliance with the requirement.

V.2.1.1 Contractor/Subcontractor Information

The Prime Contractor and Subcontractors must complete and submit Appendix C, Bid Response Forms, Form 5.2, Contractor/Subcontractor Information. This form will provide the CDCR with basic information regarding the Prime Contractor and Subcontractors. This form must be completed for the Prime Contractor and ALL Subcontractors participating in this Bid. **A separate form must be provided for each company.**

ADMINISTRATIVE REQUIREMENT 2: Bidder must agree to complete and submit the Contractor/Subcontractor Information provided as Form 5.2 in Appendix C, Bid Response Forms of this RFP. The Bidder must check "Yes" on the Matrix in Appendix C, Bid Response Forms indicating compliance, or "No" on the Matrix indicating non-compliance with the requirement.

V.2.2 Certification to do Business in the State of California

The Contractor must be certified with the California Secretary of State to do business in California. If the Bidder does not currently have this certification, the firm must be certified before contract award can be made. If this is the case, the Bidder must provide information to support the status of their application to be certified to do business in the State of California within the Best and Final Offer (BAFO) Proposal.

ADMINISTRATIVE REQUIREMENT 3: Bidder's Final Proposal submission must contain Bidder's certification with the California Secretary of State to do business in California. If certification has not been received, a copy of Bidder's application and statement of the status must be included. The Bidder must check "Yes" on the Matrix indicating compliance, or "No" on the Matrix indicating non-compliance with the requirement.

V.2.2.1 Payee Data Record

A fully executed copy of STD Form 204, Payee Data Record, must be returned with the Final Proposal with original signatures.

ADMINISTRATIVE REQUIREMENT 4: Bidder's Final Proposal submission must contain a fully executed copy of STD Form 204, Payee Data Record, provided as Form 5.3 in Appendix C, Bid Response Forms of this RFP. The Bidder must check "Yes" on the Matrix in Appendix C, Bid Response Forms indicating compliance, or "No" on the Matrix indicating non-compliance with the requirement.

V.2.3 Confidentiality of Information

The Bidder and subcontractors who request access to the Bidder's Library are required to submit a signed copy of the Confidentiality Statement provided as Form 5.4 in Appendix C, Bid Response Forms. The Bidder and subcontractors who potentially will be engaging in the

provision of services to the HCSS Program are required to submit as part of the Proposal a signed copy of the Confidentiality Statement provided as Form 5.4 in RFP Appendix C, Bid Response Forms.

ADMINISTRATIVE REQUIREMENT 5: Bidder agrees it shall submit as part of its Proposal a signed copy of the Confidentiality Statement provided as Form 5.4 in Appendix C, Bid Response Forms, of this RFP. After Contract execution all Bidder and Subcontractor personnel shall individually sign a Confidentiality Statement. Additional confidentiality and/or non-disclosure agreements or statements may also be required to be signed by Bidder and subcontractor personnel, prior to working on this project. The Bidder must check "Yes" on the Matrix in Appendix C, Bid Response Forms indicating compliance, or "No" on the Matrix indicating non-compliance with the requirement.

V.3 BUSINESS PRACTICE REQUIREMENTS

V.3.1 Disabled Veteran Business Enterprise (DVBE) Participation

The Bidder is required to demonstrate either (i) DVBE compliance with minimum participation goals, or (ii) written evidence of a "good faith effort" explaining why compliance with DVBE goals cannot be achieved submitted as part of the Proposal a copy the DVBE Participation Form provided as Form 5.5 in Appendix C, Bid Response Forms.

The State of California requires contract participation goals of three percent (3%) for disabled veteran business enterprises (DVBEs). The CDCR, as a policy, follows the intent of the Executive Branch program. Therefore, Proposals should demonstrate DVBE compliance; otherwise, if it is impossible for the Bidder to comply, please explain why, and demonstrate written evidence of a "good faith effort" to achieve participation. The Bidder must complete the DVBE Participation form and include the form with your Cost Proposal. For further information regarding DVBE resources, please contact the Office of Small Business and DVBE Certification, at 916-375-4940 or access DVBE information on the Executive Branch's Internet web site at:

http://www.dgs.ca.gov/default.htm

ADMINISTRATIVE REQUIREMENT 6: Bidder agrees it shall submit as part of its Proposal a copy of the DVBE Participation form provided as Form 5.5 in Appendix C, Bid Response Forms, of this RFP. The Bidder must check "Yes" on the Matrix provided in Appendix C, Bid Response Forms indicating compliance, or "No" on the Matrix indicating non-compliance with the requirement.