Proposal Cover Page

Name of Bidding Firm *(Legal name as it will appear on the contract)*

Mailing Address *(Street address, P.O. Box, City, State, Zip Code)*

Printed Name *(First, Last)*:	Title:	
Telephone number:	Fax number:	Email address
( )	( )	
Printed Name *(First, Last)*:	Title:	
Telephone number:	Fax number:	Email address
( )	( )	
Printed Name *(First, Last)*:	Title:	

Signature of Proposer or Authorized Representative	Date:

Narrative Proposal Required Attachments/Certification Checklist

Proposer Response	I certify my firm meets the following **QUALIFICATIONS** as listed in the RFP Main, **Qualification Requirements**:	Confirmed by the State
☐ Yes ☐ N/A	My firm possesses the **Experience Requirements** of at least three consecutive years of relevant prior experience within the last five years from Proposal submission date, which is similar to the work contemplated by this RFP, and which demonstrates my firm's ability to perform such work.	☐ Yes ☐ No
☐ Yes ☐ No ☐ N/A	Under California law, my firm complies with **Corporations, Partnerships and Limited Liability Companies** requirements and is in good standing and qualified to do business in California. Check "N/A" if not applicable.	☐ Yes ☐ No
☐ Yes ☐ No	My firm has a record of sound business integrity and a history of being responsive to past contractual obligations as required in RFP Main, **Past Business Practice**. My firm authorizes the State to confirm this claim.	☐ Yes ☐ No
☐ Yes ☐ No	My firm will supply, before Contract Effective Date, proof of liability insurance and fidelity bonding as required in RFP Main, **Insurance and Bonding Requirements**.	☐ Yes ☐ No

Narrative Proposal Required Attachments/Certification Checklist

Proposer Response	I certify my firm meets the following **CERTIFICATION REQUIREMENTS** as listed in RFP Main, **Qualification Requirements**:	Confirmed by the State
☐ Yes ☐ No	My firm will comply with all proposed terms and conditions addressed in RFP Main, **Contract Terms and Conditions**, including the terms appearing in the referenced Contract exhibits, as required in **Compliance with Contract Terms and Conditions**.	☐ Yes ☐ No
☐ Yes ☐ No ☐ N/A	My firm certifies it is a **Non-Profit Organization** and qualified to claim non-profit status per RFP Main, **Non-profit Organizations**. Check "N/A" if not applicable.	☐ Yes ☐ No
☐ Yes ☐ No	My firm certifies the financial data submitted in response to RFP Main, **Financial Stability – Minimum Financial Criteria** requirements in accordance with this RFP is accompanied by a signed statement from the Proposer's or parent corporation's Chief Executive Officer, Chief Financial Officer or representative certifying that the data is current, accurate and complete.	☐ Yes ☐ No
☐ Yes ☐ No	My firm certifies that the Proposal response is not in violation of Public Contract Code (PCC) Section 10365.5 and, if applicable, has identified previous independent consultant services contracts entered into that are related in any manner to the services, goods, or supplies being acquired in this solicitation, as required in RFP Main, **Follow-on Independent Consultant Contract Disclosure**.	☐ Yes ☐ No
☐ Yes ☐ No ☐ N/A	As required in RFP Main, **Darfur Contracting Act Certification,** my firm certifies that within the three years prior to the Proposal submission date it has had business activities or other operations outside of the United States. Check "N/A" if not applicable.	☐ Yes ☐ No ☐ N/A
☐ Yes ☐ No	If the response to the above is 'Yes', my firm certifies that it is either (A) not a scrutinized company, (as defined in PCC Section 10476); *or* (B) is a scrutinized company that has been granted permission by the Department of General Services (DGS) to submit a Proposal in response to this solicitation.	☐ Yes ☐ No
☐ Yes ☐ No	As required in RFP Main, **IRAN Contracting Act Certification,** my firm a) certifies that it is not on the current list of persons engaged in investment activities in Iran, created by DGS pursuant to PCC Section 2203(b) and is not a financial institution extending twenty million dollars ($20,000,000) or more in credit to another person for forty-five (45) days or more, if that other person will use the credit to provide goods or services to the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran create by DGS; *or* b) can demonstrate it has been exempted from the certification requirement for that solicitation or contract, pursuant to PCC Section 2203(c) or (d).	☐ Yes ☐ No
☐ Yes ☐ No	As required in RFP Main, **Conflict of Interest Compliance Certification,** my firm certifies it has no existing prohibited conflict of interest and has submitted proof to justify this claim; *or* if a conflict(s) does exist, my firm will take the corrective measures to mitigate such conflict(s) and has submitted the required certification and documentation necessary to prove this claim.	☐ Yes ☐ No
☐ Yes ☐ No	As required in RFP Main, **Warranty Against Payment of a Broker's Fee,** my firm certifies that no broker or finder (including any officers, director or employees) has been employed, and no liability for any brokerage fee, commission or finder's fee (or similar fees, commission or reimbursement expenses) has been incurred in connection with the transactions contemplated by this Contract.	☐ Yes ☐ No

Narrative Proposal Required Attachments/Certification Checklist

Proposer Response	My firm has complied with the requirements in accordance with RFP Main, **Narrative Proposal Submission, Format and Content Requirements:**	**Confirmed by the State**
☐ Yes ☐ N/A	My firm has submitted one original printed Narrative Proposal (marked "Original Narrative Proposal"), five printed copies, and one CD-R/DVD-R copy.	☐ Yes ☐ No
☐ Yes ☐ N/A	My firm has packaged and labeled the Narrative Proposal, printed copies and the CD-R/DVD-R copy as instructed in RFP Main, Submission Requirements.	☐ Yes ☐ No
	All hard copies and the CD-R/DVD-R of my firm's Narrative Proposal are exact copies of the printed Narrative Proposal that is marked "Original Narrative Proposal" and assembled in the following order:	
☐ Yes ☐ N/A	Proposal Cover Page (RFP Attachment 1)	☐ Yes ☐ No
☐ Yes ☐ N/A	Table of Contents	☐ Yes ☐ No
☐ Yes ☐ N/A	Executive Summary, not to exceed eight pages	☐ Yes ☐ No
☐ Yes ☐ N/A	Proposing Firm's Capability	☐ Yes ☐ No
☐ Yes ☐ N/A	Management Plan	☐ Yes ☐ No
☐ Yes ☐ N/A	Work Plan	☐ Yes ☐ No
☐ Yes ☐ N/A	Takeover Project Plan	☐ Yes ☐ No
☐ Yes ☐ N/A	Project Personnel Plan	☐ Yes ☐ No
☐ Yes ☐ N/A	Facilities Plan	☐ Yes ☐ No
☐ Yes ☐ N/A	Security and Confidentiality Plan	☐ Yes ☐ No
☐ Yes ☐ N/A	Acceptance Testing Plan	☐ Yes ☐ No
☐ Yes ☐ N/A	Claims/TARs Processing Plan	☐ Yes ☐ No
☐ Yes ☐ N/A	Quality Management Plan	☐ Yes ☐ No
☐ Yes ☐ N/A	Provider Services Plan	☐ Yes ☐ No
☐ Yes ☐ N/A	Beneficiary Services Plan	☐ Yes ☐ No
☐ Yes ☐ N/A	Beneficiary Outreach Plan	☐ Yes ☐ No
☐ Yes ☐ N/A	Provider Outreach Plan	☐ Yes ☐ No
☐ Yes ☐ N/A	Telephone Service Center Plan	☐ Yes ☐ No
☐ Yes ☐ N/A	Surveillance and Utilization Review Subsystem Plan	☐ Yes ☐ No

Narrative Proposal Required Attachments/Certification Checklist

Proposer Response	My firm has complied with the requirements in accordance with RFP Main, **Narrative Proposal Submission, Format and Content Requirements** and has submitted the following required documents in the **Appendix Section** of the Narrative Proposal:	Confirmed by the State
☐ Yes ☐ N/A	Proof of eligibility to do business in California (Corporations, Partnerships and Limited Liability Companies). Attach either a copy of the Certificate of Status issued by California's Office of the Secretary of State or submit a copy of the proposing firm's on-line status information downloaded from the California Business Portal website. Attach an explanation if the required documentation cannot be submitted. Check "N/A" if not a Corporation, Partnership or Limited Liability Company.	☐ Yes ☐ No
☐ Yes ☐ N/A	Proof of non-profit status (non-profit organizations). A copy of an Internal Revenue Service (IRS) determination letter indicating eligibility to claim non-profit or 501(3)(c) tax-exempt status. Check "N/A" if not a non-profit organization.	☐ Yes ☐ No
☐ Yes ☐ N/A	Financial statements. Submit appropriate documents as required in RFP Main, Financial Stability – Minimum Financial Criteria.	☐ Yes ☐ No
☐ Yes ☐ N/A	Contractor staff resumes. Include resumes of the Proposer's professional staff (i.e., professional, managerial, supervisory, technical experts, etc.) that will exercise a major administrative, policy or consulting role in carrying out the project work.	☐ Yes ☐ No
☐ Yes ☐ N/A	Subcontractor and/or independent consultant resumes. Include resumes for each pre-identified subcontractor and independent consultant. Check "N/A" if no subcontractors or independent consultants will be used or if none has been pre-identified.	☐ Yes ☐ No
☐ Yes ☐ N/A	Subcontractor and/or independent consultant Letters of Agreement, signed by an official representative of each pre-identified subcontractor and independent consultant, acknowledging their intended participation and availability to perform work required by this Contract, and confirmation that the official representative has read or been made aware of the terms and conditions of the proposed Contract. Provide an explanation if Letters of Agreement cannot be obtained. Check "N/A" if no subcontractors or independent consultants will be used or if none has been pre-identified.	☐ Yes ☐ No
☐ Yes ☐ N/A	Organization charts. The charts shall detail the distinct lines of authority between and among the divisions that will perform the Contract work and the primary reporting relationships within the Proposer's organization. Show the relationships between management, key decision makers, supervisory personnel and subcontractors and/or independent consultants, if any.	☐ Yes ☐ No
☐ Yes ☐ N/A	Attestations. Submit an attestation from the Proposer, each subcontractor and independent consultant, if any, and each parent organization, if any, that the Contract will be a high priority and any resources necessary to meet contractual obligations to assure full performance will be supplied.	☐ Yes ☐ No
☐ Yes ☐ N/A	Conflict of Interest Compliance Certificate. The Proposer, each subcontractor and independent consultant, if any, must certify proof that no prohibited conflicts of interest exist, and submit RFP Attachment 15, Conflict of Interest Compliance Certificate, with applicable documentation.	☐ Yes ☐ No

Narrative Proposal Required Attachments/Certification Checklist

Proposer Response	My firm has complied with the requirements in accordance with RFP Main, **Narrative Proposal Submission, Format and Content Requirements** and has submitted the following required Attachments in the **Narrative Proposal Attachments Section** of the Narrative Proposal:	Confirmed by the State
☐ Yes ☐ N/A	Attachment 2a, Narrative Proposal Required Attachment/Certification Checklist	☐ Yes ☐ No
☐ Yes ☐ N/A	Attachment 3, Client References	☐ Yes ☐ No
☐ Yes ☐ N/A	Attachment 4, RFP Clause Certification	☐ Yes ☐ No
☐ Yes ☐ N/A	Attachment 5, CCC 307 – Certification	☐ Yes ☐ No
☐ Yes ☐ N/A	Attachment 6, Payee Data Record	☐ Yes ☐ No
☐ Yes ☐ N/A	Attachment 7, Follow-on Independent Consultant Contract Disclosure	☐ Yes ☐ No
☐ Yes ☐ N/A	Attachment 8a, DVBE Participation **and** DVBE certifications for each DVBE subcontractor and supplier listed. If proposing the use of DVBE(s), complete this form according to the instructions in RFP Attachment 8. **Submission of these forms is optional.**	☐ Yes ☐ No
☐ Yes ☐ N/A	Attachment 9, Darfur Contracting Act Certification. Proposer is to either: (1) Indicate 'N/A' if it has not had any business activities or other operations outside the United States within three years prior to the bid submission date, **OR** (2) Indicate 'Yes' noting RFP Attachment 9 is completed, signed and attached along with proof of DGS authorization to submit a bid.	☐ Yes ☐ No
☐ Yes ☐ N/A	Attachment 10, IRAN Contracting Act Certification.	☐ Yes ☐ No
☐ Yes ☐ N/A	Attachment 11a, Non-Small Business Subcontractor Preference Request **and** Attachment 11b, Small Business Subcontractor/Supplier Acknowledgement Check "N/A" if not applying for this subcontractor preference.	☐ Yes ☐ No
☐ Yes ☐ N/A	Attachment 13, Voluntary Letter.	☐ Yes ☐ N/A
☐ Yes ☐ N/A	Attachment 14, Request for Inclusion on Distribution List.	☐ Yes ☐ N/A
☐ Yes ☐ N/A	Attachment 16, Proposer Response Guide.	☐ Yes ☐ N/A
☐ Yes ☐ N/A	Attachment 17, Evaluation Questions	☐ Yes ☐ No

Name of Bidding Firm:
Printed Name/Title:
Signature
Date

Cost Proposal Required Attachment / Certification Checklist

Proposer Response	My firm has complied with the requirements in accordance with RFP Main, Cost Proposal Submission, Format and Content Requirements:	Confirmed by the State
☐ Yes ☐ N/A	The Cost Proposal Bid Sheets, Transmittal Letter, all required Cost Proposal Attachments and the Cost Proposal Required Attachments/Certification Checklist, RFP Attachment 2b, are submitted separate from the Narrative Proposal.	☐ Yes ☐ No
☐ Yes ☐ N/A	The Cost Proposal package includes one original printed version (marked "Original Cost Proposal"), five printed copies and one CD-R/DVD-R copy in Microsoft Excel spreadsheet format.	☐ Yes ☐ No
☐ Yes ☐ N/A	The CD-R/DVD-R "Original Cost Proposal" is placed in a protective sleeve that bears the RFP number and title, and is secured into the original Cost Proposal binder.	☐ Yes ☐ No
☐ Yes ☐ N/A	The original Cost Proposal and all copies are in a sealed box(es), packed separate from the Narrative Proposal.	☐ Yes ☐ No
☐ Yes ☐ N/A	The box(es) containing the Cost Proposal is distinctly marked "COST PROPOSAL FOR RFP 13-90271" on the exterior of the box(es).	☐ Yes ☐ No
☐ Yes ☐ N/A	The Cost Proposal Transmittal Letter, required Cost Proposal Attachments and the original RFP Attachment 2b, Cost Proposal Required Attachments/Certification Checklist, are submitted in a sealed envelope, affixed to the outside of the sealed box(es) that contains the Cost Proposal.	☐ Yes ☐ No
☐ Yes ☐ No	All original Cost Proposal documents that require a 'wet' signature are signed in a color other than black ink by the person authorized to bind the Proposer to the Cost Proposal.	☐ Yes ☐ No
☐ Yes ☐ No	All original-signed documents are placed in the Cost Proposal set marked "Original Cost Proposal", except for the Cost Proposal Transmittal Letter, required Cost Proposal Attachments, and RFP Attachment 2b.	☐ Yes ☐ No
Proposer Response	**All hard copies and the CD-R/DVD-R of my firm's Cost Proposal are exact copies of the Cost Proposal that is marked "Original Cost Proposal" and assembled in the following order:**	**Confirmed by the State**
☐ Yes ☐ N/A	Attachment 12.1 Takeover Bid Sheet	☐ Yes ☐ No
☐ Yes ☐ N/A	Attachment 12.2 Expansion Items Bid Sheet	☐ Yes ☐ No
☐ Yes ☐ N/A	Attachment 12.3 Adjudicated Claims Service Line Bid Sheet	☐ Yes ☐ No
☐ Yes ☐ N/A	Attachment 12.4 Treatment Authorization Request Bid Sheet	☐ Yes ☐ No
☐ Yes ☐ N/A	Attachment 12.5 Telephone Service Center – Provider Bid Sheet	☐ Yes ☐ No
☐ Yes ☐ N/A	Attachment 12.6 Telephone Service Center – Beneficiary Bid Sheet	☐ Yes ☐ No
☐ Yes ☐ N/A	Attachment 12.7 Turnover and Runout Bid Sheet	☐ Yes ☐ No
☐ Yes ☐ N/A	Attachment 12.8 Total Cost Proposal Bid Sheet	☐ Yes ☐ No

Name of Proposing Firm (as listed on RFP Attachment 1, Proposal Cover Page)

Mailing Address *(Street address, P.O. Box, City, State, Zip Code)*

Printed Name		Title
Signature	Date Signed	
Telephone number	Email Address	Fax Number
( )		( )

Client References

List 3 clients served in the past 5-years for which the bidding firm provided similar services. List the most recent first.

Name of Firm			
Street address	City	State	Zip Code
Contact Person	Telephone number ( )		
Dates of service	Value or cost of service		
Brief description of service provided			

Name of Firm			
Street address	City	State	Zip Code
Contact Person	Telephone number ( )		
Dates of service	Value or cost of service		
Brief description of service provided			

Name of Firm			
Street address	City	State	Zip Code
Contact Person	Telephone number ( )		
Dates of service	Value or cost of service		
Brief description of service provided			

If three references cannot be provided, explain why:

RFP Clause Certification

I, the official named below, Certify Under Penalty of Perjury that I am duly authorized to legally bind the prospective Contractor to the certification clauses located in the RFP section entitled, "Bidding Certification Clauses." This certification is made under the laws of the State of California.

Name of Bidding Firm (Printed)	Federal ID Number
By ***(Authorized Signature)***	
Printed Name and Title of Person Signing	
Date Executed	Executed in the County of:

CCC 307 – CERTIFICATION

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

Contractor/Bidder Firm Name (Printed)	*Federal ID Number*
By (Authorized Signature)	
Printed Name and Title of Person Signing	
Date Executed	*Executed in the County of*

CONTRACTOR CERTIFICATION CLAUSES

1. STATEMENT OF COMPLIANCE: Contractor has, unless exempted, complied with the nondiscrimination program requirements. (GC 12990 (a-f) and CCR, Title 2, Section 8103) (Not applicable to public entities.)

2. DRUG-FREE WORKPLACE REQUIREMENTS: Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

   a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.

   b. Establish a Drug-Free Awareness Program to inform employees about:

      1) the dangers of drug abuse in the workplace;
      2) the person's or organization's policy of maintaining a drug-free workplace;
      3) any available counseling, rehabilitation and employee assistance programs; and,
      4) penalties that may be imposed upon employees for drug abuse violations.

   c. Every employee who works on the proposed Agreement will:

      1) receive a copy of the company's drug-free workplace policy statement; and,
      2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

   Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: (1) the Contractor has made false certification, or violated the certification by failing to carry out the requirements as noted above. (GC 8350 et seq.)

3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION: Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of

Contractor's failure to comply with an order of a Federal court which orders Contractor to comply with an order of the National Labor Relations Board. (PCC 10296) (Not applicable to public entities.)

4. CONTRACTS FOR LEGAL SERVICES $50,000 OR MORE- PRO BONO REQUIREMENT: Contractor hereby certifies that contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

   Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lesser of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

   Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

5. EXPATRIATE CORPORATIONS: Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with State of California.

6. SWEATFREE CODE OF CONDUCT:

   a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at www.dir.ca.gov, and Public Contract Code Section 6108.

   b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations, or the Department of Justice to determine the contractor's compliance with the requirements under paragraph a.

7. DOMESTIC PARTNERS: For contracts over $100,000 executed or amended after January 1, 2007, the contractor certifies that contractor is in compliance with Public Contract Code section 10295.3.

NOTE: This form represents only the certification portion of the Contractor Certification Clauses (CCC). Additional information about contracting with the State appears in the full text of the applicable CCC. Visit this web site and select the Standard Contract Language category to view the entire document: http://www.ols.dgs.ca.gov/Standard Language/default.htm.

PAYEE DATA RECORD

(Required when receiving payment from the State of California in lieu of IRS W-9)

STD. 204 (Rev. 5/06)_DHCS

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)	
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

PAYEE ENTITY TYPE

CHECK ONE BOX ONLY

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 TYPE

☐ 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.

AUTHORIZED PAYEE REPRESENTATIVE'S NAME (Type or Print)	**TITLE**	
SIGNATURE	**DATE**	**TELEPHONE** ( )

6

Please return completed form to:

Department/Office: Department of Health Care Services

Unit/Section:

Mailing Address:

City/State/ZIP:

Telephone: ( ) **FAX:** ( )

E-Mail Address:

PAYEE DATA RECORD
STD. 204 (Rev. 5/06)_DHCS

1	**Requirement to Complete Payee Data Record, STD. 204** 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	**Are you a California resident or nonresident?** 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.

Privacy Statement

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.

Follow-on Consultant Contract Disclosure

Background Information:

1. PCC Section 10365.5 generally prohibits a person, firm, or subsidiary thereof that has been awarded a consulting services contract from submitting a bid for and/or being awarded an agreement for, the provision of services, procurement of goods or supplies, or any other related action that is required, suggested, or otherwise deemed appropriate in the end product of a consulting services contract.
2. PCC Section 10365.5 does not apply to any person, firm, or subsidiary thereof that is awarded a subcontract of a consulting services agreement that totals no more than 10 percent of the total monetary value of the consulting services agreement.
3. Consultants/employees of a firm that provides consulting advice under an original consulting contract are not prohibited from providing services as employees of another firm on a follow-on contract, unless the persons are named contracting parties or named parties in a subcontract of the original contract.
4. PCC Section 10365.5 does not distinguish between intentional, negligent, and/or inadvertent violations. A violation could result in disqualification from bidding, a void contract, and/or imposition of criminal penalties.

Disclosure [Mark one (1) box]:

☐ I hereby certify that neither my firm nor any subcontractor that my firm intends to use under the contract resulting from this procurement, is currently providing consulting services to DHCS under a state contract (or as a subcontractor providing more than 10 percent of dollar value of a consulting service contract with DHCS) or has provided such services within five (5) years prior to the release of this RFP that are related in any manner to the services, goods, or supplies being acquired pursuant to this DHCS RFP. **[Sign below.] This option is likely to apply to bidding firms that do not currently and/or never have provided consultant services to DHCS.**

☐ Attached is a disclosure of current and/or prior consulting services provided by my firm or a proposed subcontractor to DHCS under a state contract within five (5) years prior to the release of this DHCS RFP that may be related in some manner to the services, goods, or supplies being acquired pursuant to this DHCS RFP. **[Sign below and attach to this document a detailed disclosure.]**

Name of Bidding Firm	
Signature	Date Signed
Printed/Typed Name	Title

DVBE Instructions / Forms

Disabled Veteran Business Enterprise Participation (DVBE) Information

DVBE Definition (for this document only)

- A California firm whose ownership, daily management, and operational controls meets all statutory DVBE certification requirements, as documented by the possession of a certification letter issued by the Department of General Services, Office of Small Business and DVBE Services [OSDS] (hereafter referred to as DGS).

California Requirements

- The State of California requires a three percent (3%) participation level in state contracts to further disabled veteran business enterprise (DVBE) participation in California.
- Only DVBEs, possessing a current DVBE certification issued by DGS, may be claimed for participation.
- Effective January 1, 2004, legislation was enacted to require all small businesses, microbusinesses, and disabled veteran business enterprises to perform a "commercially useful function" in any contract they perform for the State.

  A business performing a commercially useful function is one that does all of the following:

  1. Is responsible for the execution of a distinct element of the work of the contract.
  2. Carries out its obligation by actually performing, managing or supervising the work involved.
  3. Performs work that is normal for its business, services and functions.
  4. Is not further subcontracting a portion of the work that is greater than that expected to be subcontracted by normal industry practices.
  5. Is responsible, with respect to products, inventories, materials, and supplies required for the contract, for negotiating price, determining quality and quantity, ordering, installing, if applicable, and making payment.

DHCS Rights / Requirements

- Unless DVBE participation is waived by the Department of Health Care Services (DHCS) for this procurement, a minimum amount of DVBE participation is required for all service contracts that total $10,000 or more. The applicable DVBE participation percentage or amount is specified in the solicitation (i.e., RFP or IFB).
- DHCS reserves the right to exempt any contract or solicitation from DVBE participation when it is determined to be in the Department's best interest to do so.
- DHCS reserves the right to waive or alter DVBE participation requirements at any time prior to the bid/proposal submission deadline. Said waivers/alterations may be announced by way of verbal communication followed by written confirmation, by fax, email, written correction notice, administrative bulletin, or solicitation addendum.
- DHCS reserves the right to contact bidders/proposers during the bidding/evaluation process to collect clarifying information or to request corrections, as necessary, to DVBE documentation.
- **The instructions herein must be strictly followed.** Failure to do so may be grounds for bid/proposal disqualification.
- **Dial (916) 650-0205, if you have a question or need assistance.**

For DVBE answers or help, dial:

(916) 650-0205

DVBE Participation Requirements of this Solicitation

- Each prime contractor must achieve the percentage of DVBE participation specified in the solicitation (i.e., RFP or IFB) if DVBE participation is required or if the DVBE incentive is claimed.
- Firms submitting bid responses with less than the required DVBE participation percentage will be deemed nonresponsive and ineligible to receive a contract award.

DVBE Instructions

DVBE Participation Requirements of this Solicitation (Continued)

- If, for the resulting contract the chosen contractor made a commitment to achieve disabled veteran business enterprise (DVBE) participation, then the Contractor must within 60 days of receiving final payment under the contract (or within such other time period as may be specified elsewhere in the agreement) certify in a report to DHCS' funding Program: (1) the total amount the prime contractor received under the contract; (2) the name and address of the DVBE(s) that participated in the performance of the contract; (3) the amount each DVBE received from the prime contractor; (4) that all payments under the contract have been made to the DVBE(s); and (5) the actual percentage of DVBE participation that was achieved. A person or entity that knowingly provides false information shall be subject to a civil penalty for each violation. [Military & Veterans Code Section 999.5(d)].

How to Calculate Participation

Unless instructed otherwise in the solicitation, first determine the total dollar value/amount that will be bid, then multiply this figure by the specified DVBE participation percentage indicated in the solicitation to determine how much of the contract budget must be expended on DVBE supplied services, labor, supplies, materials, or equipment.

How to Meet Participation Requirements

Start right away, do not delay.

1. ***If the prime contractor IS a DVBE***, it must commit to use its own workforce alone or in combination with other DVBEs to perform commercially useful functions equal to no less than the required percentage of the contract bid amount as specified in the solicitation. If this fits the bidding firm's situation, do the following:

   Go to page 5. On the form entitled **"DVBE Participation"**, list the bidding firm's name, the name of other participating DVBEs, complete all items, and attach a copy of the DVBE certification issued by DGS for the bidding firm and all other participating DVBEs.

   OR

2. ***If the prime contractor IS NOT a DVBE***, it must commit to use or subcontract out an amount equal to the required percentage specified in the solicitation to qualified DVBE service providers and/or DVBE suppliers that will perform a commercially useful function. If this fits the bidding firm's situation, do the following:

   Go to page 5. On the form entitled "**DVBE Participation**", list each DVBE subcontractor, complete all items, and attach a copy of the DGS issued DVBE certification for each listed DVBE subcontractor.

Requests to Modify the DVBE Participation Goal

Prospective bidding firms may inquire about a modification to the DVBE participation percentage stated in a DHCS solicitation or may inquire about DHCS granting a waiver from DVBE requirements in a solicitation by submitting a formal written request to the DHCS Program that issued the solicitation. DHCS contact information appears in the Questions section of the solicitation.

Submission of an inquiry seeking a modification to the DVBE participation percentage or a waiver of DVBE requirements for a DHCS solicitation does not ensure approval. DHCS will consider all timely inquiries received and may, in its sole discretion, opt to alter for all bidding firms the DVBE participation percentage or grant a waiver from DVBE requirements specified in a specific solicitation. A prospective bidding firm may not appeal or protest any DHCS decision related to the alteration or waiver of DVBE participation requirements.

1. Written inquiries seeking a modification or waiver to DVBE participation requirements must be received no later than twenty calendar days prior to the bid/proposal submission deadline. An alteration of this deadline may be announced to prospective bidding firms via an Administrative Bulletin, solicitation addendum or other method.

2. Written inquiries must identify the revised DVBE participation percentage sought or must indicate the inquiry is seeking a waiver from DVBE requirements for the procurement.

(Continued on next page)

DVBE Instructions

Requests to modify the DVBE Participation Goal (Continued)

3. Written inquiries seeking a reduced DVBE participation percentage or waiver from DVBE requirements must be accompanied by adequate written substantiation supporting the request. Written substantiation may include, but not be limited to the following types of documentation:

   a. Proof of unsuccessful search attempts of the Department of General Services' (DGS) DVBE database to identify certified DVBEs to perform any commercially useful functions of the services sought by DHCS;

   b. Evidence of DVBE disinterest (i.e., DVBEs identified in DGS' database express in writing their disinterest in a subcontract offer or fail/refuse to respond to contacts regarding subcontract offers);

   c. Evidence of DVBE inability to perform commercially useful functions of the contracted services (i.e., contacted DVBEs express in writing their inability to perform any contracted services);

   d. Evidence of DVBE unavailability (i.e., qualified DVBE firms express in writing their unavailability to perform subcontract work during the term of the agreement);

   e. Other significant written evidence supporting the request.

Mandatory Use of Identified DVBEs and Substitution Requests

If awarded the contract, the Contractor must faithfully use each DVBE identified for use and listed on the form entitled "DVBE Participation". Exceptions are only allowed if the Contractor submits a Request for Substitution to the Contract Manager of the DHCS funding Program and the substitution request is subsequently approved by DHCS and DGS.

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 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 scope 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 the 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 § 999.9; Public Contract Code (PCC) § 10115.10, or PCC § 4110 (applies to public works only).

The contract terms containing substitution instructions will appear in either the "Special Terms and Conditions" or "Additional Provisions" exhibit in a clause entitled "Use of Disabled Veteran Business Enterprises". This exhibit is a part of the solicitation and may be incorporated by reference into to the resulting contract.

How to Locate potential DVBEs

This section is supplied as a guide to assist bidders to locate certified DVBE service providers and/or suppliers.

Access the list of all certified DVBEs by using the Department of General Services, Procurement Division (DGS-PD), online certified firm database at http://www.bidsync.com/DPXBisCASB.

To begin a search, locate the section entitled, "**Search for List of Certified Firms**".

Under **Certification Type**, check the box next to "**Disabled Veteran Business Enterprise**".

(Continued on next page)

DVBE Instructions

How to Locate potential DVBEs (Continued)

Under **Business Type**, check "**service**". Search by "**Keywords**" or "**United Nations Standard Products and Services Codes** (UNSPSC) that apply to the elements of work that is to be subcontracted to a DVBE.

It is optional to enter data in the other searchable fields including Zip Code, City, Service Area, etc. Narrow search criteria e.g., by City will result in fewer positive search results. Consider contacting the Program that issued the solicitation to obtain suggestions for subcontractor search criteria.

As applicable, check for subcontractor ads that may have been placed on the California State Contracts Register (CSCR) for this solicitation prior to the closing date. Follow DGS instructions at http://www.dgs.ca.gov/pd/Programs/eprocure.aspx to view current CSCR ads.

For questions about DGS' online certified firm database and the CSCR, contact the Department of General Services Office of Small Business and DVBE Services (OSDS) at (916) 375-4940 or send an email to: OSDSHelp@dgs.ca.gov.

DVBE Participation

All certified small business, micro business, or DVBE Contractors, subcontractor or suppliers must meet the commercially useful function requirements, under Government Code Section 14837(d)(4) (for SB) and Military and Veterans Code Section 999(b)(5)(b) (for DVBE).

Proposers are to complete this form and answer the following questions, as they apply to each DVBE subcontractor that will be used for the services and goods being acquired in this solicitation. Complete one form for each DVBE subcontractor.

Name of DVBE (as certified by DGS): _____

Mark all that apply: ☐ DVBE ☐ Small Business ☐ Micro Business Percent of DVBE Use Claimed: _____

1.	Will the DVBE subcontractor be responsible for the execution of a distinct element of the services of the resulting contract?	☐ Yes ☐ No
2.	Will the DVBE subcontractor be actually performing, managing, or supervising an element of the services of the resulting contract?	☐ Yes ☐ No
3.	Will the DVBE subcontractor be performing work or supplying goods on the resulting contract that are normal for its business, services, and functions?	☐ Yes ☐ No
4.	Will there be any further subcontracting by the DVBE subcontractor for the resulting contract that is greater than that expected to be subcontracted by normal industry practices?	☐ Yes ☐ No
5.	If providing goods, will the DVBE subcontractor be responsible, with respect to products, inventories, materials, and supplies required for the contract, for negotiating price, determining quality and quantity, ordering, installing, if applicable, and making payment.	☐ Yes ☐ No ☐ N/A

A "No" response to questions 1-3 or 5, or a response of "Yes" to question 4 may result in the Proposer's proposal being deemed non-responsive and ineligible for award.

The Proposer must identify below the specific elements of the service description (i.e., tasks, activities, or functions) that will be performed by the DVBE subcontractor identified above. If goods will be obtained, only list the specific goods that will be utilized solely to perform the services sought in this solicitation and identify the service elements, tasks, activities, or functions for which the identified goods will be used. At its option, DHCS reserves the right to request the submission of additional clarifying information.

An entry above imposes an obligation on the bidding firm to use the identified DVBE to perform commercially useful functions for the percentage claimed. The budget/cost work sheets, if required, and submitted in a bid response should include costs for the DVBE identified above.

This form may be photocopied or reproduced in a like form for inclusion in a bid response. Bidding firms choosing to render a like copy of this form by computer or other means are advised to omit pages 1–4 that contain instructions. This form must be completed by the bidding firm.

Bidding Firm's Name	**Signature**
Printed Name/Title of Person Signing Above	Date Signed

Darfur Contracting Act Certification

Public Contract (PCC) Code Sections 10475 -- 10481 applies to any company that currently has or within the previous three years has had business activities or other operations outside of the United States. For such a company to bid on or submit a proposal for a State of California contract, the company must certify that it is either (A) not a scrutinized company; or (B) a scrutinized company that has been granted permission by the Department of General Services to submit a bid or a proposal.

A Bidding Firm that does not currently have, and has not had within the previous three years, business activities or other operations outside of the United States does not need to complete or return this form.

A "scrutinized" company is one that does business in the African nation of Sudan (of which the Darfur region is a part). As defined in PCC Section 10476, a "scrutinized company" means a company in Sudan that is involved in power production activities, mineral extraction activities, oil-related activities, or the production of military equipment, but excludes a company that can demonstrate any of the conditions specified in PCC Section 10476 subsections (a) through (g).

Completion Instructions:

1. Mark/check one (1) box to describe the Bidding Firm's compliance with the Darfur Contracting Act.
2. Collect the signature of a person authorized to bind the Bidding Firm to the claim made below.
3. Return the completed/signed attachment with the bid/proposal response per bid instructions. If applicable, attach a copy of the written permission issued by the Department of General Services.

Bidding Firm's Claim (Check One):

☐ The Bidding Firm currently has, or has had within the previous three years, business activities or other operations outside of the United States. However, the Bidding Firm claims it is not a "scrutinized" company as defined in Public Contract Code section 10476.

OR

☐ The Bidding Firm claims it is a "scrutinized" company as defined in Public Contract Code section 10476, but the bidding firm has received written permission from the Department of General Services (DGS) to submit a bid or proposal pursuant to Public Contract Code section 10477(b).
Include a copy of the written permission issued by the Department of General Services with this attachment.

Certification

I, the official named below, am duly authorized to legally bind the Bidding Firm to the claims made herein. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Printed Name of Bidding Firm	Federal ID Number
By (Authorized Signature)	Date Executed
Printed/Typed Name	Title

IRAN Contracting Act Certification

Pursuant to Public Contract Code (PCC) Sections 2202-2208, prior to bidding on, submitting a proposal or executing a contract or renewal for a State of California contract for goods or services of $1,000,000 or more, a proposer must either:

a) Certify it is **not** on the current list of persons engaged in investment activities in Iran created by the California Department of General Services ("DGS") pursuant to PCC Section 2203(b) and is not a financial institution extending twenty million dollars ($20,000,000) or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS; or

b) Demonstrate it has been exempted from the certification requirement for that solicitation or contract pursuant to Public Contract Code section 2203(c) or (d).

To comply with the above requirement complete **one** of the options below.

Please note: California law establishes penalties for providing false certifications, including civil penalties equal to the greater of $250,000 or twice the amount of the contract for which the false certification was made; contract termination; and three-year ineligibility to bid on contracts. (PCC section 2205.)

OPTION #1 - Certification

I, the official named below, certify I am duly authorized to execute this certification on behalf of the proposer/financial institution identified below, and the proposer/financial institution identified below is **not** on the current list of persons engaged in investment activities in Iran created by DGS and is not a financial institution extending twenty million dollars ($20,000,000) or more in credit to another person/entity, for 45 days or more, if that other person/entity will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons/entities engaged in investment activities in Iran created by DGS.

Proposer Name/Financial Institution (Printed)	*Federal ID Number*
Printed Name and Title of Person Signing	
By (Authorized Signature)	*Date Executed*

OPTION #2 – Exemption

Pursuant to Public Contract Code sections 2203(c) and (d), a public entity may permit a proposer/financial institution engaged in investment activities in Iran, on a case-by-case basis, to be eligible for, or to bid on, submit a proposal for, or enters into or renews, a contract for goods and services.

If the Proposer/Financial institution has obtained an exemption from the certification requirement under the Iran Contracting Act, fill out the information below, and attach documentation demonstrating the exemption approval.

Proposer Name/Financial Institution (Printed)	*Federal ID Number*
Printed Name and Title of Person Signing	
By (Authorized Signature)	*Date Executed*

Attachment 11

Non-Small Business Subcontractor Preference Instructions

Preference information	Non-small business proposers will be granted up to a five percent (5%) non-small business subcontractor preference on a cost proposal evaluation by an awarding department when a responsible non-small business has submitted the lowest priced responsive cost proposal and when a non-small business proposer: 1. Has included in its proposal a notification that it commits to subcontract at least twenty-five percent (25%) of its total cost proposal price with one or more small businesses; and 2. Has submitted a timely, responsive proposal; and 3. Is determined to be a responsible proposer; and 4. Lists the small businesses it commits to subcontract with for a commercially useful function in the performance of the resulting contract.
Commercially useful function	A subcontractor is deemed to perform a commercially useful function if the subcontractor does the following: 1. Is responsible for the execution of a distinct element of the contracted work; carrying out its obligation by actually performing, managing or supervising the work involved; and performing work that is normal for its business services and functions; and 2. Is not further subcontracting a greater portion of the work than would be expected by normal industry practices. 3. Is responsible, with respect to materials and supplies provided on the subcontract, for negotiating price, determining quality and quantity, ordering the material, installing (when applicable), and paying for the material itself. A subcontractor will not be considered as performing a commercially useful function if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to achieve the appearance of participation.
How to calculate 25% subcontract participation	Unless otherwise instructed in the solicitation document, first determine the total dollar value or amount that will be bid for the entire contract term, then multiply this figure by 25% to determine how much of the cost proposal price must be committed to small business subcontracts that will perform commercially useful functions including but not limited to things such as labor, supplies, materials, equipment, or support services.
Use of proposed subcontractors / substitution	If awarded the contract, the selected contractor must faithfully use each small business subcontractor proposed for use and identified in its preference request. No substitutions or alterations are allowed after a proposal is submitted. Substitutions are only allowed after contract execution if the Contractor submits a Request for Substitution to the DHCS Program Contract Manager and that request is subsequently granted by DHCS. Small business subcontract substitution instructions will appear in the resulting agreement in a clause entitled “Use of Small Business Subcontractors”.
Preference request instructions	If preference is claimed, complete Attachment 11a identifying each small business or microbusiness subcontractor that will be used. For each subcontractor identified on Attachment 11a, obtain a completed and signed Small Business Subcontractor/Supplier Acknowledgment (Attachment 11b). Affix each Attachment 11b to Attachment 11a for submission with the proposal response. If a signed Attachment 11b cannot be collected from each subcontractor in time for proposal submission, indicate why. Submission of a signed Attachment 11b for each subcontractor listed on Attachment 11a is a prerequisite for contract award confirmation. Identify only currently certified small business or microbusiness subcontractors, as active certification is required and certification possession will be verified. The detailed budget worksheets submitted in a proposal response must list each subcontract service provider and its respective participation dollar value as identified on Attachment 11a. All proposed subcontracted services must appear in a Proposer’s Work Plan.

Attachment 11a

Non-Small Business Subcontractor Preference Request

List each certified small business or microbusiness that will be subcontracted with. To be granted a bidding preference, total small business or microbusiness subcontractor use must equal at least 25% of the total price or cost offered. Each named subcontractor must be actively certified as a small business or microbusiness by the bid submission due date and must acknowledge their participation as claimed herein via a Small Business Subcontractor/Supplier Acknowledgement (**Attachment 11b**). **Attach to this form an acknowledgement (Attachment 11b) signed by an authorized representative of each named subcontractor acknowledging their proposed use as described herein.**

Name of Subcontractor			
Street address	City	State	Zip Code
Contact Person	Telephone number ( )		
Small Business Certification No.	Certification exp. date	Participation dollar value $	Committed % of total bid %
Brief description of the commercially useful function(s) to be performed and/or provided:			

Name of Subcontractor			
Street address	City	State	Zip Code
Contact Person	Telephone number ( )		
Small Business Certification	Certification exp. date	Participation dollar value $	Committed % of total bid %
Brief description of the commercially useful function(s) to be performed and/or provided:			

Name of Subcontractor			
Street address	City	State	Zip Code
Contact Person	Telephone number ( )		
Small Business Certification	Certification exp. date	Participation dollar value $	Committed % of total bid %
Brief description of commercially useful function(s) to be provided			

If necessary or desired, this form may be photocopied or reproduced in a like form for use in a bid response. If the bidding firm chooses to render a like copy by computer or other means, the instructions appearing on Attachment 12 may be omitted.

Small Business Subcontractor/Supplier Acknowledgement

Name of Bidding Firm / Prime Contractor	Bid Number:
Total Dollar Value of Subcontractor Use $	

This document confirms and acknowledges that the firm named below agreed to be identified by a bidding firm as a proposed small business or microbusiness subcontractor or supplier for a DHCS procurement.

Subcontractor acknowledgements:

A. The subcontracting firm named herein has committed to perform or provide services/labor or supplies equal to a percentage of the total bid/cost proposal price submitted by the bidding firm named above.

B. The subcontracting firm named herein acknowledges the total dollar value of claimed participation identified above.

C. The subcontracting firm named herein agrees to provide the subcontracted services/labor or supplies identified in Attachment 11a under the resulting contract if the bidding firm named above receives the contract award.

D. The subcontracting firm named below understands it is its sole responsibility to contact the bidding firm named above to learn if the Proposer was awarded the contract pursuant to the referenced bid number and to confirm its subcontract agreement. If the bidding firm named above receives an award based in part on non-small business subcontractor preference, the bidding firm/contractor is obligated to use each small and/or microbusiness subcontractor or supplier identified in its proposal unless a subcontractor substitution is requested after contract execution pursuant to Public Contract Code Section 4107 and Title 2 California Code of Regulations Section 1896.10.

The person signing below certifies the information supplied on this form is true and accurate to the best of its knowledge and agrees to allow the State to confirm the small business usage claims made in Attachment 11a, if deemed necessary.

Name of Proposed Subcontractor/Supplier		Date Signed
Signature of Subcontractor/Supplier Representative	Telephone number ( )	Email address (if applicable)
Printed/Typed Name	Title	