

SECTION V
ADMINISTRATIVE REQUIREMENTS

Addendum 10 – 11/07/08

RFP OSI 2046
ADMINISTRATIVE REQUIREMENT

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INTRODUCTION

This section addresses the Administrative Requirements for RFP OSI 2046.

Any written commitment by the Bidder within the scope of this RFP shall be binding upon the Bidder. Failure of the Bidder to fulfill any such written commitment shall render the Bidder liable for liquidated or other damages due to the State. Such written commitments include (1) any warranty or representation made by the Bidder in the proposal as to equipment or software performance, total system performance, or other physical design or functioning characteristics of a machine or software system, (2) any warranty or representation made by the Bidder concerning the characteristics of the items described in (1) above, made in any publication, drawings, or specifications accompanying or referred to in the proposal which pertains to the responsiveness of the proposal to the solicitation document, and (3) any written notification of or affirmation or representation as to the above which is made by the Bidder.

Bidder shall provide a response to every requirement. The Bidder's failure to positively identify its intention to fulfill any requirement in Section V, Administrative Requirements, may result in determination of material defect and disqualification. However, there are the following exceptions:

- Administrative Requirement #3 – Bidder Corporate Fingerprint Database Experience: Bidders may respond “NO” to this requirement without disqualification.
- Administrative Requirement #4 – Bidder Corporate Database Experience: Bidders may respond “NO” to this requirement without disqualification.
- Administrative Requirement #23 – Enterprise Zone Act (EZA): Bidders may respond “NO” to this requirement without disqualification.
- Administrative Requirement #24 – Target Area Contract Preference Act (TACPA): Bidders may respond “NO” to this requirement without disqualification.
- Administrative Requirement #25 – Local Agency Military Base Recovery Act (LAMBRA): Bidders may respond “NO” to this requirement without disqualification.
- Administrative Requirement #26 – Small Business Preference: Bidders may respond “NO” to this requirement without disqualification.

The State shall evaluate the Bidder's capability to successfully execute certain tasks such as system operation; program maintenance; help desk operation, workstation maintenance; verification services; and support for tasks being performed by the State such as user training, moves, adds, and changes. For this reason Bidders

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shall provide, as part of the proposal, evidence of the required capability and experience in the format specified.

For each numbered Administrative Requirement, the Bidder shall indicate "YES" which certifies a commitment to the performance of each requirement under the direction of State SFIS Project Management while adhering to all specified standards and maintenance procedures as identified in each requirement or "NO" that the Bidder will not meet the requirement or that the Bidder is not claiming a preference. If the requirement specifies the provision of specific tools such as software, the Bidder shall commit to the provision of such item.

The Bidder shall comply with all of Administrative Requirement #x.

YES _____

NO _____

Several of the Administrative Requirements in this section require the Bidder to submit additional documentation as part of the response. The Bidder shall address the additional documentation in the order in which it is presented in this section. For those Requirements that ask for additional documentation, the following reference line shall indicate where the Bidder shall provide the requested information in the Draft and Final Proposal Submission (See Section VIII, Proposal Format).

Submit (Name of Requested Information) in Volume I, Part 2, (Specific Tab)

In addition, Bidders may provide any additional literature to support their responses to the requirements. As identified in Section VIII, Proposal Format, Volume 4, Literature is available for that purpose. Instructions for including literature in the Draft and Final Proposals are contained in Section VIII, Proposal Format.

An electronic copy of the RFP may be downloaded from http://www.sfis.ca.gov/2005_RFPdocs.htm to use in preparing their response. When the response to each requirement is completed, the Bidder shall present this section as Volume 1, Part 2, Tab 2.1 in the Draft and Final Proposal.

Bidders shall provide a response to every requirement. Failure to positively identify the Bidder's intention to fulfill any requirement (Except requirements 3, 4, 23, 24, 25, 26) in Section V, Administrative Requirements, may result in determination of material defect and disqualification.

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In addition to meeting the requirements listed in Section V, Administrative Requirements, the Bidder shall do the following to be responsive to this RFP:

- Meet all requirements in Section VI, Statement of Work.
- Follow actions and deadlines as specified in Section I, Introduction and Overview of Requirements.
- Follow the format instructions as specified in Section VIII, Proposal Format.
- Complete appropriate cost information as outlined in Section VII, Cost.

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A. BUSINESS REQUIREMENTS

Administrative Requirement #1 – Bidder and Subcontractor Qualifications

The Contract for SFIS Maintenance and Operations (M & O) services shall be issued to one (1) Bidder (not partners or joint ventures) who shall be responsible to the State for the successful performance of all work in implementing this RFP and the resulting Contract. The selected Bidder shall be responsible for successful performance of all Subcontractors. The Contractor shall be the sole point of contact with regard to contractual matters and payment of any and all charges resulting from work completed.

a) Subcontractor(s)

All Subcontractors shall be identified and detailed in the proposal in Exhibit V-C Subcontractors List. Bidders shall complete and submit the Subcontractors List whether or not they expect to utilize Subcontractors.

Any Subcontractor that the Contractor chooses to use in fulfilling the requirements of this RFP shall perform all their work in accordance with the requirements applicable to their subcontracted work specified in Section III, Current System; Section V, Administrative Requirements; and Section VI, Statement of Work.

The State has the right to request for cause that the Bidder substitute a different Subcontractor for any Subcontractor on the Subcontractors List. The State has the right to request that the Bidder substitute a different Subcontractor staff member for any Contractor and Subcontractor staff member employed for this engagement.

b) Notice to Subcontractors

Upon award to a Contractor, notice shall be given by DGS to the Subcontractors listed in Exhibit V-C, Subcontractors List, of their participation in the contract. Notification to the Subcontractor by the Contractor is encouraged immediately after award of the Contract.

The Bidder shall comply with all of this Administrative Requirement #1.

YES _____

NO _____

Submit Subcontractors List (Exhibit V-C) in Volume 1, Part 2, Tab 2.1

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Administrative Requirement #2 – Bidder Corporate Project Experience

The Bidder shall describe three (3) projects, started, on-going, or completed within the past five (5) years in which the Bidder's organization has been the prime Contractor and had responsibility for managing M & O Services for at least one (1) contract year (365 days). The Bidder shall summarize each corporate project using Exhibit V-B, Corporate Background and Experience Matrix. The Bidder shall submit at least one (1) project whose functionality is at least equal in size and complexity to the SFIS required in this RFP. Each Bidder's reference shall complete Exhibit V-E.1, Bidder History and Client Reference: Bidder Corporate Project Experience, for each project. For the purposes of Section V, Administrative Requirement #2, magnitude and complexity are defined as a system, which includes the following, at a minimum:

- Four hundred (400) total users with three hundred and twenty-five (325) workstations;
- Applications with at least one hundred thousand (100,000) lines of application code.

One or more of the corporate projects shall be for a system using any subcontractor's AFIS, not just the Motorola, Inc./Biometrics Business Unit (referred to as Motorola/Printrak in this RFP, and formerly known as Printrak International, a Motorola Company) AFIS.

The Bidder shall comply with all of this Administrative Requirement #2.

YES _____

NO _____

Submit three (3) Corporate Background and Experience Matrix (Exhibit V-B) in Volume 1, Part 2, Tab 2.2.1

Submit Bidder History and Client References: Bidder Corporate Project Experience (Exhibit V-E.1) in Volume 1, Part 2, Tab 2.2.2

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Administrative Requirement #3 – Bidder Corporate Fingerprint Database Experience (Desirable) Forty (40) Points Maximum

Additional points shall be awarded to those Bidders who have successfully operated, for a minimum of a two (2) year (730 days) continuous period within the past five (5) years, one (1) civil fingerprint imaging system with an operational database size of at least two million (2,000,000) client records (minimum two (2) fingerprint images per record). Average monthly workload shall be equal to or greater than sixty thousand (60,000) CLOSED SEARCH transactions per month and thirty thousand (30,000) OPEN SEARCH transactions per month. This experience shall be gained by the Bidder when performing as a prime Contractor, experience of any sub-contractor will not be considered. The Bidder shall summarize the project using Exhibit V-B, Corporate Background and Experience Matrix. The Bidder's reference shall complete Exhibit V-E.2, Bidder History and Client Reference: Bidder Corporate Fingerprint Database Experience. Details of scoring may be found in Subsection, Mandatory Requirements (Scored), *Corporate Fingerprint Database Experience*, Section IX, Evaluation and Selection.

In order to be awarded all points for large fingerprint database experience, the Bidder shall:

- List at least one (1) system that was successfully operated for a minimum of a two (2) year (730 days) continuous period within the past five (5) years by the prime contractor with a database size equal to or greater than two million (2,000,000) client records (minimum two (2) fingerprint images per record);
- Specify the database size, number of fingerprint images per record, and average monthly workload for CLOSED SEARCH transactions per month and OPEN SEARCH transactions per month; and,
- Specify a contact person and contact number for each system listed.

The Bidder shall comply with all of this Administrative Requirement #3.

YES _____

NO _____

Submit one (1) Corporate Background and Experience Matrix (Exhibit V-B) in Volume 1, Part 2, Tab 2.3.1

Submit Bidder History and Client Reference: Bidder Corporate Fingerprint Database Experience (Exhibit V-E.2) in Volume 1, Part 2, Tab 2.3.2

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**Administrative Requirement #4 – Bidder Corporate Database Experience
(Desirable) Forty (40) Points Maximum**

Additional points shall be awarded to those Bidders who have successfully operated as a prime contractor, three (3) or more systems (up to five (5)) for a minimum of a two (2) year continuous period within the past five (5) years. Each system shall have an operational relational database size of at least two million (2,000,000) records. Total contract value for each system shall have been equal to or greater than three quarters (\$0.75) million dollars. Details of scoring may be found in Subsection *Bidder Corporate Database Experience*, Section IX, Evaluation and Selection. The bidder shall respond to each individual bulleted item in this requirement.

The Bidder shall:

- Submit up to five (5) references using the Bidder History and Client Reference: Bidder Corporate Database Experience (Exhibit V-E.3) for the systems which the Bidder has been a prime contractor, during the past five (5) years for a minimum of a two (2) year (730 days) continuous period that meet the following criteria:
 - Operational relational database size of at least two million (2,000,000) records, provide approximate number of database records.
 - Total contract value in excess of three quarters (\$0.75) million dollars, provide approximate value.
- Include the Corporate Background and Experience Matrix(s) (Exhibit V-B) with the draft and final proposals.
- Include the Bidder History and Client Reference(s): Bidder Corporate Database Experience (Exhibit V-E.3) with the draft and final proposals.

The Bidder's reference(s) shall:

- Specify the database size and average monthly workload for each system listed and specify a customer contact name, address, phone number for each contract listed.
- Provide the start date, end date, or anticipated end date of the project.
- Provide the approximate value of the contract.
- Provide a description of the nature of work and current status of the project.

The State shall check Contractor Evaluations filed with the Department of General Services (DGS) in compliance with the California Government Code according to the provisions in Section 1283 of the State Administrative Manual. For any of the above mentioned contracts and/or information which are negative in nature, the Bidder may

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or may not be asked to provide an explanation of the situation and circumstances in writing. Bidders are advised that if such explanations are requested and provided by the Bidder, the submitted explanations may or may not remove or mitigate the concerns of the State's Evaluation team and that the information contained in the evaluations may be used by the State in determining the suitability and acceptability of, or risk associated with, the Bidder's proposal.

The State shall contact the reference(s) provided by the Bidder and question them about the system and the Bidder. Negative references shall not be awarded points; a reference shall be considered negative by the State, if more than fifty percent (50%) of the "No", "NA" or "Do Not Know" boxes are checked on the Bidder History and Client Reference: Bidder Corporate Database Experience (Exhibit V-E.3). Points shall be awarded for the number of systems for which the references are able to provide positive responses (more than fifty percent (50%) of the "Yes" boxes are checked on the Bidder History and Client Reference: Bidder Corporate Database Experience (Exhibit V-E.3) to the State's inquiries. If the State is unable to contact a reference after three (3) attempts, or a reference does not provide a positive reference, that system shall not be eligible for the points associated with this requirement.

The Bidder shall comply with all of this Administrative Requirement #4.

YES _____

NO _____

Submit one (1) Corporate Background and Experience Matrix (Exhibit V-B) for each reference in Volume 1, Part 2, Tab 2.4.1

Submit one (1) Bidder History and Client Reference(s): Bidder Corporate Database Experience (Exhibit V-E.3) for each reference in Volume 1, Part 2, Tab 2.4.2

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Administrative Requirement #5 – Bidder Corporate References

The Bidder shall submit for referenced project, a copy of:

- Exhibit V-E.1, Bidder History and Client Reference: Bidder Corporate Project Experience, for Administrative Requirement #2 – Bidder Corporate Project Experience.
- Exhibit V-E.2, Bidder History and Client Reference: Bidder Corporate Fingerprint Database Experience, for Administrative Requirement #3 – Bidder Corporate Fingerprint Database Experience.
- Exhibit V-E.3, Bidder History and Client Reference: Bidder Corporate Database Experience, for Administrative Requirement #4 – Bidder Corporate Database Experience.
- Exhibit V-E.4, Bidder History and Client Reference: Subcontractor Corporate References for Administrative Requirement #6 – Subcontractor Corporate References.

The Bidder shall submit one contact person, and is allowed to submit an alternate contact person for a total of two (2) contacts, for each referenced project. In the event the Bidder submits an alternate contact, the Bidder shall designate the sequence in which the contacts are to be contacted. The Bidder shall make sure the reference forms are completed by the client and returned in time to be included with the submittal of the Draft and Final Proposals. The State shall be contacting references for Telephone Reference Interviews during the dates identified in Section I, Introduction and Overview of Requirements, Key Action Dates. The Bidder shall ensure that the client(s) referenced shall be available for the Telephone Reference Interviews. If the State is unable to contact the client reference(s) after three (3) attempts, the Bidder may be determined to be non-compliant with this RFP's requirements, and receive a score of zero (0). These referenced accounts shall be external to the Bidder's and proposed subcontractors organizations and from a paying customer.

The Bidder shall comply with all of this Administrative Requirement #5.

YES _____

NO _____

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Administrative Requirement #6 – Subcontractor Corporate References

If one (1) or any combination of Subcontractor(s) shall be performing twenty-five percent (25%) or more of the total value of the Contract awarded, the Bidder shall ensure that one (1) Subcontractor reference (Exhibit V-E.4, Bidder History and Client Reference: Subcontractor Corporate References) for each Subcontractor is submitted with the Draft and Final Proposals. The State shall be contacting references for Telephone Reference Interviews during the dates identified in Section I, Introduction and Overview of Requirements, Key Action Dates. The Bidder shall ensure that the Subcontractor reference contact shall be available for the Telephone Reference Interviews. If the State is unable to contact the provided Subcontractor reference contact after three (3) attempts, the Bidder may be determined to be non-compliant with this RFP's requirements. These reference accounts shall be external to the Bidder's organization and the subcontractor's organization, from a paying customer and be able to substantiate the Subcontractor's expertise.

The Bidder shall comply with all of this Administrative Requirement #6.

YES _____

NO _____

Submit Bidder History and Client Reference(s): Subcontractor Corporate References (Exhibit V-E.4) in Volume 1, Part 2, Tab 2.5

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B. STAFF REQUIREMENTS

Administrative Requirement #7 – Restriction of Employment of SFIS State Staff

The Bidder shall represent and warrant that its employment practices shall comply with all post-employment restrictions on government officials and employees including those found in the Political Reform Act of 1974, as amended, specifically Government Code Section 81000 et seq., 87400-87407, and the California Code of Regulations, Title 10, Section 260.607.

The Bidder shall comply with all of this Administrative Requirement #7.

YES _____

NO _____

Administrative Requirement #8 – General Staffing Requirement

The Contractor shall have staff resources and required technical skills to complete the M & O tasks identified in Section III, Current System; Section VI, Statement of Work; and Section VII, Cost.

The Bidder shall provide SFIS, at a minimum, M & O staff in the FTE numbers and with the skills specified in this section (Section V), Subsection B, Staff Requirements. The Bidder may bid the same staff member to fill multiple positions for the following positions: Verification Technician, Help Desk Agent, and Operations Technician. To fill multiple positions the staff member bid must meet the qualifications for all positions for which they are bid.

The Contractor is required to maintain the skill and experience levels of personnel throughout the contract. In the event that Contractor personnel vacancies occur, the Contractor shall provide replacement personnel with skills and experience equivalent to those specified in the Contractor's proposal and subject to State approval. The State recognizes that AFIS technology and analysis of fingerprint minutiae is highly specialized. For this reason, if the replacement Contractor personnel are unable to completely meet the requirement for skills and experience equivalent to those specified in the Bidder's proposal, the State shall permit the Contractor to submit a training plan for these personnel such that these personnel are adequately trained. The Contractor's training plan shall be approved in writing by the State, and the Contractor Project Manager shall certify that training has been successfully completed. The Contractor shall notify the State of personnel vacancies and provide resumes of replacement staff. Such notification and proposed replacement shall be furnished to the State within seven (7) calendar days of the Contractor knowing of the vacancy.

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The Bidder shall comply with all of this Administrative Requirement #8.

YES _____

NO _____

Administrative Requirement #9 – Resumes for M & O Staff

The Bidder shall provide resumes for M & O Staff Members to perform M & O activities. Members are defined as:

- Project Manager.
- Help Desk Supervisor.
- Technical Writer.
- System Engineers (PowerBuilder / C Language Programmers).
- Database Administrator / System Administrator.
- Verification Technicians.
- Help Desk Agents.
- Operations Technicians.

The bidder shall respond to each individual bulleted item below for each staff member in this requirement.

All submitted resumes shall contain the following information at a minimum:

- Name.
- Education, including names of post high school institutions, dates attended, and degrees, if applicable.
- Project experience, beginning with most recent, for the last ten (10) years. In the event that experience is less than ten (10) years, entire experience should be submitted. All experience should include the following:
 - Highlighted skills that match the requirements for the positions in Administrative Requirement #14;
 - Beginning and Ending Dates of referenced experience;
 - Percentage of time devoted to the experience;
 - Position and Title, and
 - Scope of Responsibilities.

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The Bidder shall comply with all of this Administrative Requirement #9.

YES _____

NO _____

Submit the M & O Staff Resumes in Volume 1, Part 1, Tab 2.6

Administrative Requirement #10 – Core Staff Member Requirements

Core Staff Members are defined as:

- Project Manager.
- Help Desk Supervisor.
- System Engineers (PowerBuilder / C Language Programmers).
- Database Administrator / System Administrator.

The bidder shall respond to each individual bulleted item below in this requirement.

All submitted resumes shall contain the following information:

- Customer References for Project Manager:
 - The Bidder shall provide three (3) references for the proposed Project Manager using Exhibit V-F, Project Manager Reference Form. The Bidder shall submit the forms to the client reference. The client references shall provide the reference forms to the State on or before the Final Proposal due date specified in Section I, Introduction and Overview of Requirements, Key Action Dates.
- Customer References for Other Core Staff Member Resumes:
 - The Bidder shall provide three (3) customer references for the proposed core staff System Engineers, the Help Desk Supervisor, and the Database Administrator / System Administrator using Exhibit V-G, Contractor Core Staff Requirements Form. The Bidder shall submit Exhibit V-G, Contractor Core Staff Requirements Form for core staff as part of the submittal of the Draft and Final Proposals.

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The State shall be contacting references during the dates indicated in Section I, Introduction and Overview of Requirements, Key Action Dates. The Bidder shall ensure that the reference shall be generally available in this time-frame. If the State is unable to contact provided references after three (3) attempts, the Bidder may not be awarded points for that reference. These reference accounts shall be external to the Bidder's and proposed subcontractor's organizations and with a paying customer.

If the employee has been employed by their current employer for a period of one (1) year or less, previous employment references shall be provided for all positions held since January 1st, 2005.

The Bidder shall comply with all of this Administrative Requirement #10.

YES _____

NO _____

Submit completed Project Manager Reference Form (Exhibit V-F) in Volume 1, Part 2, Tab 2.7.1

Submit the Contractor Core Staff Requirements Form (Exhibit V-G) in Volume 1, Part 2, Tab 2.7.2

Administrative Requirement #11 – Detailed Staffing Plan

The bidder shall respond to each individual bulleted item in this requirement.

The Bidder shall provide a detailed staffing plan that contains the following, at a minimum:

- An organizational chart indicating the organizational placement of the M & O Staff Members.
- The Bidder is allowed to allocate staff members to multiple positions with the exception of the two (2) System Engineers and Project Manager, which are full time positions.
- The Contractor's Project Manager shall meet the State SFIS Project Manager or designee on the State's Sacramento premises for all regularly scheduled CCB Meetings.

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For any staff members the Bidder proposes for the Transition-In Period in addition to the M & O Staff Members, the Contractor shall submit resumes to the State SFIS Project Manager or their designee for approval two (2) weeks prior to the time the Contractor proposes the staff to start work. The Contractor shall have the balance of the staff required for M & O named, and resumes submitted within the first thirty (30) calendar days of the Transition-In Period.

The Contractor shall monitor Contractor's staff trained in the operation of the system. The quality control for Contractor's Verification Technicians shall be provided by a certified fingerprint examiner, contracted and paid for by the State.

In addition to the M & O Staff Members for the M & O hours, Contractors, at their discretion shall provide their own administrative staff, including, but not limited to, receptionist, and clerical staff.

The Bidder shall comply with all of this Administrative Requirement #11.

YES _____

NO _____

Submit Detailed Staffing Plan in Volume 1, Part 2, Tab 2.8

Administrative Requirement #12 – Contractor Staff Location

The Contractor shall co-locate Contractor staff identified in the staffing plan for this RFP with the SFIS M & O Project State Certified Fingerprint Examiner and Central Site hardware in the same building or same building campus as the Bidder's computer room which shall be located in the Sacramento, California vicinity (no more than 30 miles from 2525 Natomas Park Drive, Sacramento, CA 95833) during the term of the Contract resulting from this RFP. During the term of the contract the State may allow the following classifications to be located elsewhere if it is in the best interest of the State as determined by the State SFIS Project Manager in writing:

Deleted: County

- Project Manager
- Systems Engineers
- Database Administrator / System Administrator
- Verification Technicians
- Operation Technicians

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The Bidder shall comply with all of this Administrative Requirement #12.

YES _____

NO _____

Administrative Requirement #13 – Contractor Personnel Reporting

The Contractor is required to submit, on a monthly basis, a schedule delineating actual hours by task worked by each staff member listed in the Contractor's staffing plan.

The Bidder shall comply with all of this Administrative Requirement #13.

YES _____

NO _____

Administrative Requirement #14 – M & O Staff Member Qualifications

The bidder shall respond to each individual bulleted item in this requirement.

The Bidder shall provide staffing to meet the following:

- Project Manager - One (1) Project Manager.
 - Minimum qualifications:
 - ◆ Five (5) years managing IT projects.
 - ◆ Two (2) years managing the delivery of application maintenance or development services to a system equal to the size and complexity of SFIS: Four hundred (400) total users with three hundred and twenty-five (325) workstations, and at least one hundred thousand (100,000) lines of application code.
 - ◆ Two (2) years managing the development of IT systems using system Development Life Cycle (SDLC) standards.
 - ◆ Two (2) years managing a large-scale IT system M & O or development staff.
 - ◆ Two (2) years managing subcontractors.
- Technical Writer - one (1) Technical Writer.
 - Minimum qualifications:
 - ◆ Two (2) total years experience in the following;
 - Development and maintenance of professional quality technical documentation for systems equal to the size and complexity of SFIS: Four hundred (400) total users with three hundred and twenty-five (325) workstations, and at least one hundred thousand (100,000) lines of application code.

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- Configuration Management plans, policies, and measurements, for systems equal to the size and complexity of SFIS: Four hundred (400) total users with three hundred and twenty-five (325) workstations, and at least one hundred thousand (100,000) lines of application code.
- System Engineers (PowerBuilder / C Language Programmers) – two (2) System Engineers.
 - The Bidder shall propose System Engineers such that one System Engineer meets the requirement for C Language experience and the other System Engineer meets the requirement for PowerBuilder Foundation Class (PFC) experience. It is permissible for each System Engineer to have experience with both C Language and PowerBuilder PFC. Minimum qualifications for each Systems Engineer:
 - ◆ Two (2) total years programming an automated system equal to the size and complexity of SFIS: Four hundred (400) total users with three hundred and twenty-five (325) workstations, and at least one hundred thousand (100,000) lines of application code, including:
 - Development using PowerBuilder including PowerBuilder PFC and/or C Language code that is currently operating in a production environment.
 - Development of detailed technical documentation.
 - Performing unit and system testing.
 - Performing integration / regression testing.
 - Performing software implementations and application of SDLC standards.
 - Development of stored procedures. (One (1) year required)
 - Development of shell scripts. (One (1) year required)
- Database Administrator / System Administrator – one (1) System Administrator / Database Administrator.
 - Minimum qualifications:
 - ◆ Two (2) total years administering an automated system equal to the size and complexity of SFIS: Four hundred (400) total users with three hundred and twenty-five (325) workstations, and at least one hundred thousand (100,000) lines of application code, including:
 - Administration of HP UX.
 - Configuration and implementation of HP UX and Informix software upgrades and patches, ensuring the system platform and database software are always maintained at required levels.
 - Administration of an Informix Database and management of multiple database environments.
 - Administration of the HP UX automated system operations environment that manages and controls an HP9000 system.

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- Design of data security strategy and processes at the application interface level.
- Determining database environment requirements.
- Administration of the Windows operating system. This shall include versions of Windows used for both workstations and servers.
- Writing SQL database queries.
- Development of stored procedures. (One (1) year required)
- Development of shell scripts. (One (1) year required)
- Operations Technicians.
 - Minimum qualifications for each Operations Technician:
 - ◆ One and a half (1.5) years operating an automated system equal to the size and complexity of SFIS: Four hundred (400) total users with three hundred and twenty-five (325) workstations, and at least one hundred thousand (100,000) lines of application code, including:
 - Operating HP UX and associated systems management and system support utilities software such as HP Open View.
 - One and a half (1.5) years operating Microsoft Windows and associated systems management and system support utilities software such as Windows Installer or anti-virus software.
 - Documenting operational procedures.
 - Use of automated monitoring tools.
- Verification Technicians.
 - Minimum qualifications for each Verification Technician:
 - ◆ One and a half (1.5) years operating an automated system equal to the size and complexity of SFIS: Four hundred (400) total users with three hundred and twenty-five (325) workstations, and at least one hundred thousand (100,000) lines of application code, including:
 - One and a half (1.5) years operating Microsoft Windows and associated systems management and system support utilities software such as Word and Excel.
- Help Desk Supervisor (1).
 - Minimum qualifications:
 - ◆ Minimum of five (5) total years as a Supervisor with experience, including:
 - Minimum of two (2) years managing a Help Desk.
 - Minimum of two (2) years supervision / management of at least two (2) staff members.
 - Minimum of two (2) years development of administrative processes to ensure customer service objectives are met.

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- Minimum of two (2) years help desk workflow analysis and process improvement.
- Minimum of two (2) years development and maintenance of databases for tracking and reporting end user problems, questions, and issues.
- Help Desk Agents.
 - Minimum qualifications for each Help Desk Agent:
 - ◆ One and a half (1.5) years as a help desk agent for an automated system equal to the size and complexity of SFIS: Four hundred (400) total users with three hundred and twenty-five (325) workstations, and at least one hundred thousand (100,000) lines of application code.

The Bidder's Project Manager, System Engineers', Database Administrator / System Administrator's, and Help Desk Supervisor's references shall be validated through telephone interviews.

The Bidder shall comply with all of this Administrative Requirement #14.

YES _____

NO _____

Administrative Requirement #15 – State's Review of Minimum Staffing Levels

The contractor may adjust the minimum staffing levels at any time subject to the review and prior written approval of the State SFIS Project Manager.

The Bidder shall comply with all of this Administrative Requirement #15.

YES _____

NO _____

Administrative Requirement #16 – Additional Staffing Requirements

The Contractor shall provide staff for Technology Refreshment Services to implement the Technology Refreshment Plan required in the Statement of Work Section VI, Statement of Work, SOW Requirement #21. As provided for in the Plan, prior to implementation of the Technology Refreshment, Contractor shall submit resumes for review and approval to the State identifying staff that can perform these supplementary services. The Contractor shall provide complete resumes for Technology Refreshment Staff Members to perform Technology Refreshment activities. All submitted resumes shall contain the following information at a minimum:

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- Name.
- Education, including names of post high school institutions, dates attended, and degrees, if applicable.
- Experience, beginning with most recent, for the last ten (10) years. All experience should include the following:
 - Highlighted skills that match the requirements in the Technology Refreshment Plan (as applicable).
 - Beginning and Ending Dates of referenced experience.
 - Position and Title.
 - Scope of Responsibilities.
- Customer References. The Contractor shall provide a minimum of one (1) customer reference, including contact name and telephone number. This reference shall include a successful migration to the technology referenced in the Technical Refreshment Plan. For example, if the Technical Refreshment Plan features a migration to a new version of the Windows operating system, the same migration shall have occurred with the referenced customer.

The Contractor shall negotiate an acceptable time-frame and work plan for these personnel resources. The costs for these services shall be included in the proposal.

The Bidder shall comply with all of this Administrative Requirement #16.

YES _____

NO _____

Administrative Requirement #17 – State Approval Over All Contractor Staffing Assignments

The State reserves the right to disapprove the continuing assignment of Contractor and Subcontractor personnel provided to the State. The State shall inform the Contractor Project Manager if personnel are to be replaced, along with an explanation as to why the State wishes them replaced. The Contractor or Subcontractor shall, within not more than thirty (30) days, present to the State resumes of replacement personnel for the State to approve. Approval shall be provided in writing by the State SFIS Project Manager.

The Bidder shall comply with all of this Administrative Requirement #17.

YES _____

NO _____

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C. MISCELLANEOUS ADMINISTRATIVE REQUIREMENTS

Administrative Requirement #18 – Required Compliance Forms

1. Bidders shall complete STD 204, Payee Data Record, available at <http://www.documents.dgs.ca.gov/osp/pdf/std204.pdf>, and submit it with the Draft and Final Proposals.
2. Bidders shall complete Certification Regarding Debarment Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions, Exhibit V-D, and submit it with the Draft and Final Proposals.

The Bidder shall comply with all of this Administrative Requirement #18.

YES _____

NO _____

Submit STD 204, Payee Data Record in Volume 1, Part 2, Tab 2.9.1

Submit Certification Regarding Debarment Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions (Exhibit V-D) in Volume 1, Part 2, Tab 2.9.2

Administrative Requirement #19 – Central Site Location

The Contractor shall operate the SFIS Central Site at a computer room location provided by Contractor within the Sacramento, California vicinity (no more than 30 miles from 2525 Natomas Park Drive, Sacramento, CA 95833). The Central Site shall not be located at a State-owned datacenter. The bidder shall respond to each individual bulleted item in this requirement.

Deleted: County

The computer room shall have the following features:

- The Bidder shall provide the State with 2 offices at the building, or same building campus, containing the Bidder's datacenter.
 1. Office for Certified Fingerprint Examiner. This office shall have space to accommodate a desk, chair, a telephone, one (1) multifunction SFIS Workstation and one (1) full tower PC workstation each with a 19" CRT monitor, a desktop printer such as a HP LaserJet 2100, and a floor standing shredder. This office shall have an outside telephone line.

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2. Office for other State SFIS personnel. This office shall be used by other State SFIS personnel as required. This office shall have space to accommodate a desk, chair, a telephone, one (1) multifunction SFIS Workstation and one (1) full tower PC workstation each with a 19" CRT monitor, and a desktop printer such as a HP LaserJet 2100. This office shall have an outside telephone line.
- During the Transition-In Period only, the Bidder shall provide the State with 2 additional offices in the same building or same building campus as the Bidder's datacenter in addition to those mentioned above. These offices shall be used by State SFIS personnel, and are additional to the offices mentioned above in numbers 1 and 2. That is, during the Transition-In Period, the Contractor shall provide four (4) offices. These offices shall have space to accommodate a desk, chair, a telephone, one (1) multifunction SFIS Workstation and one (1) full tower PC workstation each with a 19" CRT monitor, and a desktop printer such as a HP LaserJet 2100. These offices shall each have an outside telephone line.
 - The facility shall be equipped with a Uninterruptible Power Supply (UPS) that allows SFIS to be shutdown with no loss or corruption of SFIS data if the primary power source is lost.
 - The State shall provide data circuitry and other necessary equipment to connect the Contractor's computer room to the DTS WAN.
 - The area surrounding the building containing the computer room shall be lit and shall be free of obstructions that would block surveillance via CCTV cameras and patrols.
 - There shall not be a sign advertising that the facility has a computer room.
 - There shall be CCTV cameras outside the building housing the computer room monitoring parking lots and neighboring property.
 - Computer rooms shall not have windows to the outside.
 - Loading docks and all doors on the outside of the building housing the computer room shall have some automatic authentication method (such as a badge reader).
 - Computer room access: There shall be an automatic authentication method at the entrance to the room (such as a badge reader). Access shall be restricted to those who need to maintain the servers or infrastructure of the room.
 - The computer room shall be monitored by CCTV cameras.
 - Visitors shall be escorted by the person whom they are visiting at all times. Visitors shall not be allowed access to the computer room without written approval from Contractor management. All visitors who enter the computer room shall sign Non Disclosure Agreements.

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The Bidder shall comply with all of this Administrative Requirement #19.

YES _____

NO _____

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D. BONDS AND OTHER SECURITY DOCUMENTS

Administrative Requirement #20 – This requirement has been deleted.

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E. BUSINESS PRACTICE REQUIREMENTS

Administrative Requirement #21 – Americans with Disabilities Act (ADA) Compliance Statement

The Bidder's Final Proposal shall indicate compliance with the Americans with Disabilities Act by signing the form provided in Exhibit V-I.

The Bidder shall comply with the Americans with Disabilities Act.

The Bidder shall comply with all of this Administrative Requirement #21.

YES _____

NO _____

Submit Certification of Compliance with the American Disabilities Act (ADA) of 1990 (Exhibit V-I) in Volume 1, Part 2, Tab 2.11

Administrative Requirement #22 – Disabled Veteran Business Enterprise (DVBE) Participation Program Requirement

The State has established goals for the Disabled Veteran Business Enterprise (DVBE) participation in State contracts (Public Contract Code (PCC) 10115 et, Military and Veteran Code (MVC) 999 and California Code of Regulations (CCR) Title 2 1896.60 et seq). Please review STD 840 (Attachment 1) the DVBE program packet. Bidders responding to this proposal must complete and return all the appropriate pages in order for their proposal to be considered responsive.

To meet the DVBE program requirement, the bidder must complete and fully document at least one of the following compliance options. Bidders that do not meet one of the DVBE program requirement options shall be considered non-responsive. Bidders that fail to submit all the required forms and that do not fully document the process shall be considered non-responsive.

The Bidder is to check the appropriate Option below indicating the Option that they are using to meet the DVBE requirement for this proposal:

_____ Option A - **Commitment to 3% or more DVBE participation** - Check this option if the bidder is a California certified DVBE or is meeting the commitment by using identified California certified DVBE(s) to fulfill DVBE participation goal of **3% or more**.

_____ Option B - **Good Faith Effort** - Check this option if the bidder is documenting its completed Good Faith Effort, made prior to the proposal

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due date. This is required when DVBE participation results in partial (less than 3%) or no DVBE participation. (For partial participation, identified California certified DVBE(s) must be used.)

_____ Option C - Business Utilization Plan - Check this option if the bidder is using an annual Business Utilization Plan (this plan must be approved prior to the Final Proposal submission due date identified in Section I, Introduction and Overview of Requirements, Key Action Dates) to satisfy the DVBE participation requirement. This option applies only to solicitations for goods and information technology.

The following table shows the DVBE incentive points that will be awarded for confirmed DVBE participation. For the purposes of the DVBE incentive point calculation in this RFP, all scored vendor responses to the Administrative Requirements are considered to be technical responses, not administrative responses. Therefore, DVBE incentive points shall be awarded solely based on cost points.

DVBE Incentive Point Scale	
Confirmed DVBE Participation of:	DVBE Incentive Points
Greater than 4%	<i>Instructions for determining the number of incentive points. The number of incentive points is based on 10% of the total of all available cost points.</i>
3% or greater but less than 4%	<i>Instructions for determining the number of incentive points. The number of incentive points is based on 8% of the total of all available cost points.</i>
2% or greater but less than 3%	<i>Instructions for determining the number of incentive points. The number of incentive points is based on 5% of the total of all available cost points.</i>
Greater than 1% but less than 2%	<i>Instructions for determining the number of incentive points. The number of incentive points is based on 3% of the total of all available cost points.</i>

Incentive points are only awarded to bidders who are responsive to the DVBE requirement and propose DVBE participation of 1% or greater in their proposal.

Review the DVBE instructions and complete the forms located at

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<http://www.documents.dgs.ca.gov/pd/dvbe/dvbereg.pdf>.

Please note that all participation commitments are to be captured on Form STD 840, found at the above web site, and shall be submitted with the sealed costs.

If a copy of Contractor's Notice of an Approved DVBE Business Utilization Plan is submitted, the STD 840 (Rev 9-15-2003) may be excluded.

The Bidder shall comply with all of this Administrative Requirement #22.

YES _____

NO _____

IN THE DRAFT PROPOSAL:

DO NOT INCLUDE ANY DOLLAR VALUES ON ANY OF THE DVBE PARTICIPATION FORMS INCLUDED IN THE BIDDER'S RESPONSE – USE "XXX" IN PLACE OF ANY DOLLAR VALUES.

Submit Good Faith Effort Documentation or a copy of your firms approved DVBE Business Utilization Plan or a statement indicating that DVBE goals have been met in Volume 1, Part 2, Tab 2.12

Submit Documentation of Disabled Veteran Business Enterprise Program Requirements (STD 840 (REV 9-15-2003)) (WITHOUT COSTS) in Volume 3 – COSTS Part 2.

IN THE FINAL Proposal:

Submit Good Faith Effort Documentation or a copy of your "firm's" approved DVBE Business Utilization Plan or a statement indicating DVBE goals have been met in Volume 1, Part 2, Tab 2.12

Submit Documentation of Disabled Veteran Business Enterprise Program Requirements (STD 840 (REV 9-15-2003)) (WITH DOLLAR AMOUNTS) in Volume 3 – COSTS Part 2.

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F. PREFERENCE CLAIMS (OPTIONAL)

The requirements in this section are optional. The State's denial of any of the preference requests is not a basis for rejection of the proposal.

Administrative Requirement #23 – Enterprise Zone Act (EZA)

The intent of the Enterprise Zone Act (EZA) is to promote economic development and employment opportunities in designated enterprise zones by offering bidding preferences on qualified solicitations. EZA provides for two (2) preferences: worksite and workforce. These preferences are explained in detail on the Standard Form 831. For a copy of Standard Form 831 refer to <http://www.documents.dgs.ca.gov/osp/pdf/std831.pdf>. Government Code Section 7070, et. Seq., provides that California-based companies may be granted preferences when bidding on State contracts in excess of one hundred thousand dollars (\$100,000.00) for goods and services (excluding construction contracts) if the business site is located within designated "Enterprise Zones."

The Bidder shall submit a fully executed copy of the Standard Form 831 to claim the EZA preference. Bidder's Draft and Final Proposals may not contain this item if there is no intention to claim this preference.

The Bidder seeks EZA preference and shall submit required information.

YES _____

NO _____

If applicable, submit Standard Form 831 to claim EZA preference in Volume 1, Part 2, Tab 2.13

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Administrative Requirement #24 – Target Area Contract Preference Act (TACPA)

The intent of the Target Area Contract Preference Act (TACPA) is to promote economic development and employment opportunities in distressed areas of the State by offering bidding preferences on qualified RFPs. TACPA provides for two (2) preferences: worksite and workforce. Target Area Contract Preference shall be granted to California-based agencies in accordance with Government Code Section 4530 whenever contracts for goods or services are in excess of one hundred thousand dollars (\$100,000.00) and the Bidders meet certain requirements as defined in the California Code of Regulations (Title 2, Section 1806.30 et. Seq.) regarding labor needed to provide the goods being procured. Bidder's questions regarding this preference are to be directed to the Office of Small Business Resources and Certification, (916) 375-4940. Bidders desiring to claim this preference for services shall submit a fully executed copy of the TACPA form, Standard Form 830, available at <http://www.documents.dgs.ca.gov/osp/pdf/std830.pdf>.

The Bidder shall submit a fully executed copy of the TACPA form to claim this preference. If the Bidder does not claim this preference, Bidder's proposal may not contain this item.

The Bidder seeks TACPA preference and shall submit required information.

YES _____

NO _____

If applicable, submit Standard Form 830 to claim TACPA preference in Volume 1, Part 2, Tab 2.14

Administrative Requirement #25 – Local Agency Military Base Recovery Act (LAMBRA)

Government Code Section 7118 et seq. and California Code of Regulations, Title 2, Section 1896, 100 et seq. provides that California-based companies may be granted preferences when bidding on State Contracts in excess of one hundred thousand dollars (\$100,000.00) if they qualify for and apply for the Local Agency Military Base Recovery Act (LAMBRA) Preference. This preference is explained in detail on the DGS website <http://www.documents.dgs.ca.gov/osp/pdf/std832.pdf>.

The Bidder's shall submit a fully executed copy of the LAMBRA form (Standard Form 832) with the Draft and Final Proposals to claim this preference. Bidder's proposal may not contain this item if there is no intention to claim this preference.

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The Bidder seeks LAMBRA preference and shall submit required information.

YES _____

NO _____

If applicable, submit Standard Form 832 to claim LAMBRA preference in Volume 1, Part 2, Tab 2.15

Administrative Requirement #26 – Small Business Preference

The Small Business regulations, located at 2 CCR 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 9/9/04. The regulations can be viewed at <http://www.documents.dgs.ca.gov/pd/smallbus/sbregs.pdf>.

To request the Small Business Preference, the Bidder's proposal shall contain a letter requesting the Small Business Preference, and a copy of the Small Business approval letter from DGS, showing the Bidder's Small Business number. The Bidder's proposal should not contain this item if there is no intention to claim this preference.

A five percent (5%) proposal preference is now available to a non-small business claiming twenty-five percent (25%) of the net proposal price with one or more California certified small businesses. Completed certification applications and required support documents shall be submitted to the Office of Small Business and DVBE Certification (OSDC) no later than 5:00 p.m. on the Final Proposal due date, and the OSDC shall be able to approve the application as submitted.

The Bidder 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 proposal 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).

The Bidder seeks Small Business Preference and has submitted the required information.

YES _____

NO _____

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If applicable, submit Intent to Claim Small Business Preference in Volume 1, Part 2, Tab 2.16.1

If applicable, submit Small Business Approval letter from DGS in Volume 1, Part 2, Tab 2.16.2

Administrative Requirement #27 – Bidder Declaration

All bidders must complete the Bidder Declaration GSPD-05-105 (Exhibit V-H) and include it with the proposal 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. The work identified must be for guaranteed work and for any optional work but must not include unanticipated tasks.

At the State's option during the proposal evaluation process, the State may request the bidders to submit additional written clarifying information. Failure to submit the requested written information as specified may be grounds for proposal rejection.

The Bidder has submitted a Bidder Declaration for each subcontractor identified in this proposal.

YES _____

NO _____

Submit Bidder Declaration (Exhibit V-H) in Volume 1, Part 2, Tab 2.17

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G. ADDITIONAL STATE ADMINISTRATIVE REQUIREMENTS

Administrative Requirement #28 – Domestic and Foreign Business Entities

The Bidder shall be registered and be in good standing with the Office of Secretary of State to do business within California. The Bidder shall provide copies of either Statement of Information – Domestic Stock Corporations (Form SI – 200) or Statement of Information – Foreign Corporation (Form SI – 350). Information regarding these forms may be found at: http://www.ss.ca.gov/business/corp/corp_soinfo.htm.

The Bidder shall comply with all of this Administrative Requirement #28.

YES _____

NO _____

Submit Domestic Stock Corporations (Form SI – 200) or Statement of Information – Foreign Corporations (Form SI – 350) in Volume 1, Part 2, Tab 2.18.1

Submit Corporate Disclosure Statement – Publicly Traded Corporations (Form SI – PT) in Volume 1, Part 2, Tab 2.18.2

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EXHIBIT V-A

LETTER OF INTENT TO RESPOND

DATE: _____

Tom Burton
Department of General Services
Procurement Division
Technology Acquisitions
707 Third Street – Second Floor
West Sacramento, CA 95798

Reference: RFP OSI 2046

Dear Mr. Burton:

This is to notify you of our intent to submit information in response to the above-referenced RFP.
We: (Bidder to circle one option)

- a) Intend to submit a proposal and have no problem with the RFP requirements.
- b) Intend to submit a proposal but have one or more problems with the RFP requirements for reasons stated in attached sheet.
- c) Do not intend to submit a proposal and have no problem with the RFP requirements.
- d) Do not intend to submit a proposal but have one or more problems with the RFP requirements for reasons stated in attached sheet.

The individual to whom all information regarding this RFP should be transmitted is:

(If Bidder is intending to submit a proposal, the following applies)

Sincerely,

Name

Title

E-Mail

Company

(____) _____ (____) _____
Phone Fax

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EXHIBIT V-B

CORPORATE BACKGROUND AND EXPERIENCE MATRIX

Bidder Name: _____

BIDDER shall summarize each corporate project using this format. The information contained in this matrix shall be derived from the response to Administrative Requirements #3, and/or #4, and/or #5.

Project No: _____ Project Name: _____

Company Name: Address:	
Contact Person Name: Telephone Number:	
Nature and Scope	
Roles and Responsibilities	
Software Used	<input type="checkbox"/> C Language <input type="checkbox"/> PowerBuilder <input type="checkbox"/> AFIS _____
Activities	<input type="checkbox"/> M & O services for large scale systems
Period Operated by Bidder	Project Start Date: (mm/yyyy) Project End Date: (mm/yyyy)
Large Scale Automated System with any AFIS	<input type="checkbox"/> Yes <input type="checkbox"/> No
Total System Users	
Number of Workstations	
Lines of Application Code	
Database Size (# of records)	
Monthly Workload – Open Searches	
Month Workload – Closed Searches	
Bidder Prime Contractor	<input type="checkbox"/> Yes <input type="checkbox"/> No
Contract Value	
Services Required	<input type="checkbox"/> M & O

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ADMINISTRATIVE REQUIREMENTS**

EXHIBIT V-C

SUBCONTRACTORS LIST

BIDDER NAME: _____

SUBCONTRACTORS LIST

THE BIDDER HEREBY CERTIFIES THAT SUBCONTRACTORS AND SUPPLIERS

___ SHALL NOT BE USED IN MEETING THE REQUIREMENTS OF RFP OSI 2046

___ SHALL BE USED IN MEETING THE REQUIREMENTS OF RFP OSI 2046 AS IDENTIFIED BELOW.

LIST OF PROPOSED SUBCONTRACTORS AND SUPPLIERS

Listed hereinafter is the name and address of each Subcontractor who shall be employed and the kind of work each shall perform if the contract is awarded to the Bidder.

(Note: State the percent of the Total SFIS Lease Cost on Cost Table 8 that each subcontractor shall perform. Give the Business license number of each Subcontractor. Subcontractors and suppliers of all services and materials proposed for this procurement shall be listed.)

KIND OF WORK	SUBCONTRACTOR / SUPPLIER NAME AND ADDRESS	BUSINESS LICENSE NO.	PERCENT EACH SHALL PERFORM

Bidder Authorized Signature

Date

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EXHIBIT V-D

**CERTIFICATION REGARDING DEBARMENT SUSPENSION, INELIGIBILITY AND
VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS (PAGE 1 OF 2)**

This certification is required by the regulations implementing Executive Order 12549, Department and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities.

(BEFORE COMPLETING CERTIFICATION, READ ATTACHED INSTRUCTIONS WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)

1. The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

2. Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date

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EXHIBIT V-D

**CERTIFICATION REGARDING DEBARMENT SUSPENSION, INELIGIBILITY AND
VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS (PAGE 2 OF 2)**

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this class is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it shall include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Procurement or Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under Paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, DOL may pursue available remedies, including suspension and/or debarment.

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EXHIBIT V-E.1

**BIDDER HISTORY AND CLIENT REFERENCE: BIDDER CORPORATE PROJECT
EXPERIENCE (PAGE 1 OF 3)**

Bidder Company Name:

Note to Bidder: Do not complete any sections of this form below this point. This form is to be completed by the reference. **Note: A valid reference must address a minimum of three (3) categories.**

Note to Customer Reference: This information shall be used to evaluate the Bidder identified above. Please complete the questions on this form to the best of your ability. Please note: The State shall be contacting you to verify the responses on this form and to ask additional questions. Thank you for your assistance.

<p>Client Company Name: _____</p> <p>Client Company Address: _____ _____ _____</p> <p>Phone Number: (____) _____</p> <p>Date of Service: _____ through _____</p> <p>Total Contract Amount \$ _____</p>	<p>Contact Person: _____</p> <p>Printed Title of Contact Person Signing: _____</p> <p><i>Certification: I hereby certify that I have made a diligent effort to ascertain the facts with regard to the representations made herein and, to the best of my knowledge and belief all information is accurate.</i></p> <p>Contact Person Signature: _____</p> <p style="text-align: center;">_____ Date</p>
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This form is to be used per project ONLY - Not for multiple projects. Check the appropriate requirement(s) that pertain to this reference and provide a brief description of work in the space provided (use additional sheets as necessary). DO NOT revise the structure of this form.) Where applicable, please check boxes indicating the Bidder's use of industry recognized methods such as Institute of Electrical and Electronic Engineers, Inc. (IEEE), International Organization of Standardization (ISO), or Project Management Institute (PMI). If some other standard methodology is used, please expand the form.

Describe project in detail, including but not limited to the approximate number of system users, approximate number of concurrent users, and approximate number of lines of code:

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ADMINISTRATIVE REQUIREMENTS

EXHIBIT V-E.1

**BIDDER HISTORY AND CLIENT REFERENCE: BIDDER CORPORATE PROJECT
EXPERIENCE (PAGE 2 OF 3)**

CUSTOMER SATISFACTION RATING: Were you satisfied with the Bidder's performance?

Yes _____ No _____

A. MANAGEMENT ACTIVITIES

<input type="checkbox"/> A.1 PLANNING _____	YES	NO	Don't Know	N/A
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> IEEE Standard	<input type="checkbox"/> ISO	<input type="checkbox"/> Other explain on reverse		
<input type="checkbox"/> A.2 STAFFING (Quality and Quantity) _____	YES	NO	Don't Know	N/A
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> A.3 MANAGEMENT ABILITY _____	YES	NO	Don't Know	N/A
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> A.4 ESTIMATION ACCURACY (hours, resources, etc.) _____	YES	NO	Don't Know	N/A
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. DAILY ACTIVITIES

<input type="checkbox"/> B.1 PROGRAMMING _____	YES	NO	Don't Know	N/A
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> IEEE Standard	<input type="checkbox"/> ISO	<input type="checkbox"/> Other explain on reverse		
<input type="checkbox"/> B.2 QUALITY ASSURANCE _____	YES	NO	Don't Know	N/A
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> IEEE Standard	<input type="checkbox"/> ISO	<input type="checkbox"/> Other explain on reverse		
<input type="checkbox"/> B.3 ADHERENCE TO STANDARDS _____	YES	NO	Don't Know	N/A
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> IEEE Standard	<input type="checkbox"/> ISO	<input type="checkbox"/> Other explain on reverse		
<input type="checkbox"/> B.4 SYSTEM INTEGRATION / ANALYSIS / DESIGN _____	YES	NO	Don't Know	N/A
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> IEEE Standard	<input type="checkbox"/> ISO	<input type="checkbox"/> Other explain on reverse		
<input type="checkbox"/> B.5 SYSTEM SUPPORT _____	YES	NO	Don't Know	N/A
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C. OTHER ACTIVITIES

<input type="checkbox"/> C.1 IT PLANNING _____	YES	NO	Don't Know	N/A
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> IEEE Standard	<input type="checkbox"/> ISO	<input type="checkbox"/> PMI	<input type="checkbox"/> Other explain on reverse	
<input type="checkbox"/> C.2 IT FACILITATION _____	YES	NO	Don't Know	N/A
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**RFP OSI 2046
ADMINISTRATIVE REQUIREMENTS**

EXHIBIT V-E.1

**BIDDER HISTORY AND CLIENT REFERENCE: BIDDER CORPORATE PROJECT
EXPERIENCE (PAGE 3 OF 3)**

C.3 TRAINING _____ **YES** **NO** **Don't Know** **N/A**

C.4 REPORT WRITING _____ **YES** **NO** **Don't Know** **N/A**

D. OVERALL SATISFACTION

D.1 Overall Satisfaction _____ **YES** **NO** **Don't Know** **N/A**

Additional Comments:

**RFP OSI 2046
ADMINISTRATIVE REQUIREMENTS**

EXHIBIT V-E.2

**BIDDER HISTORY AND CLIENT REFERENCE: BIDDER CORPORATE FINGERPRINT
DATABASE EXPERIENCE (PAGE 1 OF 3)**

Bidder Company Name:

Note to Bidder: Do not complete any sections of this form below this point. This form is to be completed by the reference. **Note: A valid reference must address a minimum of three (3) categories.**

Note to Customer Reference: This information shall be used to evaluate the Bidder identified above. Please complete the questions on this form to the best of your ability. Please note: The State shall be contacting you to verify the responses on this form and to ask additional questions. Thank you for your assistance.

<p>Client Company Name: _____</p> <p>Client Company Address: _____ _____ _____</p> <p>Phone Number: (____) _____</p> <p>Date of Service: _____ through _____</p> <p>Total Contract Amount \$ _____</p>	<p>Contact Person: _____</p> <p>Printed Title of Contact Person Signing: _____</p> <p><i>Certification: I hereby certify that I have made a diligent effort to ascertain the facts with regard to the representations made herein and, to the best of my knowledge and belief all information is accurate.</i></p> <p>Contact Person Signature: _____</p> <p style="text-align: center;">_____ Date</p>
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Describe project in detail, including but not limited to the number of years of continuous operation, the approximate number of open search transactions per month, the approximate number of closed search transactions per month, and approximate database size expressed in the number of client records with a minimum of two (2) fingerprint images per client record:

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ADMINISTRATIVE REQUIREMENTS

EXHIBIT V-E.2

**BIDDER HISTORY AND CLIENT REFERENCE: BIDDER CORPORATE FINGERPRINT
DATABASE EXPERIENCE (PAGE 2 OF 3)**

CUSTOMER SATISFACTION RATING: Were you satisfied with the Bidder's performance?

Yes _____ No _____

A. MANAGEMENT ACTIVITIES

<input type="checkbox"/> A.1 PLANNING _____ _____	YES	NO	Don't Know	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> IEEE Standard <input type="checkbox"/> ISO <input type="checkbox"/> Other explain on reverse				
<input type="checkbox"/> A.2 STAFFING (Quality and Quantity) _____ _____	YES	NO	Don't Know	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> A.3 MANAGEMENT ABILITY _____ _____	YES	NO	Don't Know	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> A.4 ESTIMATION ACCURACY (hours, resources, etc.) _____ _____	YES	NO	Don't Know	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. DAILY ACTIVITIES

<input type="checkbox"/> B.1 PROGRAMMING _____ _____	YES	NO	Don't Know	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> IEEE Standard <input type="checkbox"/> ISO <input type="checkbox"/> Other explain on reverse				
<input type="checkbox"/> B.2 QUALITY ASSURANCE _____ _____	YES	NO	Don't Know	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> IEEE Standard <input type="checkbox"/> ISO <input type="checkbox"/> Other explain on reverse				
<input type="checkbox"/> B.3 ADHERENCE TO STANDARDS _____ _____	YES	NO	Don't Know	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> IEEE Standard <input type="checkbox"/> ISO <input type="checkbox"/> Other explain on reverse				
<input type="checkbox"/> B.4 SYSTEM INTEGRATION / ANALYSIS / DESIGN _____ _____	YES	NO	Don't Know	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> IEEE Standard <input type="checkbox"/> ISO <input type="checkbox"/> Other explain on reverse				
<input type="checkbox"/> B.5 SYSTEM SUPPORT _____ _____	YES	NO	Don't Know	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C. OTHER ACTIVITIES

<input type="checkbox"/> C.1 IT PLANNING _____ _____	YES	NO	Don't Know	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> IEEE Standard <input type="checkbox"/> ISO <input type="checkbox"/> PMI <input type="checkbox"/> Other explain on reverse				
<input type="checkbox"/> C.2 IT FACILITATION _____ _____	YES	NO	Don't Know	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RFP OSI 2046
ADMINISTRATIVE REQUIREMENTS

EXHIBIT V-E.2

**BIDDER HISTORY AND CLIENT REFERENCE: BIDDER CORPORATE FINGERPRINT
DATABASE EXPERIENCE (PAGE 2 OF 3)**

C.3 TRAINING _____ **YES** **NO** **Don't Know** **N/A**

C.4 REPORT WRITING _____ **YES** **NO** **Don't Know** **N/A**

D. OVERALL SATISFACTION

D.1 Overall Satisfaction _____ **YES** **NO** **Don't Know** **N/A**

Additional Comments:

**RFP OSI 2046
ADMINISTRATIVE REQUIREMENTS**

EXHIBIT V-E.3

**BIDDER HISTORY AND CLIENT REFERENCE: BIDDER CORPORATE DATABASE
EXPERIENCE (PAGE 1 OF 3)**

Bidder Company Name:

Note to Bidder: Do not complete any sections of this form below this point. This form is to be completed by the reference. **Note: A valid reference must address a minimum of three (3) categories.**

Note to Customer Reference: This information shall be used to evaluate the Bidder identified above. Please complete the questions on this form to the best of your ability. Please note: The State shall be contacting you to verify the responses on this form and to ask additional questions. Thank you for your assistance.

<p>Client Company Name: _____</p> <p>Client Company Address: _____ _____ _____</p> <p>Phone Number: (____) _____</p> <p>Date of Service: _____ through _____</p> <p>Total Contract Amount \$ _____</p>	<p>Contact Person: _____</p> <p>Printed Title of Contact Person Signing: _____</p> <p><i>Certification: I hereby certify that I have made a diligent effort to ascertain the facts with regard to the representations made herein and, to the best of my knowledge and belief all information is accurate.</i></p> <p>Contact Person Signature: _____</p> <p style="text-align: center;">_____ Date</p>
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Describe project in detail, including but not limited to the number of years of continuous operation, the operational database size (number of database records), development costs, contract duration, and total contract value:

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ADMINISTRATIVE REQUIREMENTS

EXHIBIT V-E.3

**BIDDER HISTORY AND CLIENT REFERENCE: BIDDER CORPORATE DATABASE
EXPERIENCE (PAGE 2 OF 3)**

CUSTOMER SATISFACTION RATING: Were you satisfied with the Bidder's performance?

Yes _____ No _____

A. MANAGEMENT ACTIVITIES

<input type="checkbox"/> A.1 PLANNING _____	YES	NO	Don't Know	N/A
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> IEEE Standard	<input type="checkbox"/> ISO	<input type="checkbox"/> Other explain on reverse		
<input type="checkbox"/> A.2 STAFFING (Quality and Quantity) _____	YES	NO	Don't Know	N/A
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> A.3 MANAGEMENT ABILITY _____	YES	NO	Don't Know	N/A
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> A.4 ESTIMATION ACCURACY (hours, resources, etc.) _____	YES	NO	Don't Know	N/A
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. DAILY ACTIVITIES

<input type="checkbox"/> B.1 PROGRAMMING _____	YES	NO	Don't Know	N/A
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> IEEE Standard	<input type="checkbox"/> ISO	<input type="checkbox"/> Other explain on reverse		
<input type="checkbox"/> B.2 QUALITY ASSURANCE _____	YES	NO	Don't Know	N/A
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> IEEE Standard	<input type="checkbox"/> ISO	<input type="checkbox"/> Other explain on reverse		
<input type="checkbox"/> B.3 ADHERENCE TO STANDARDS _____	YES	NO	Don't Know	N/A
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> IEEE Standard	<input type="checkbox"/> ISO	<input type="checkbox"/> Other explain on reverse		
<input type="checkbox"/> B.4 SYSTEM INTEGRATION / ANALYSIS / DESIGN _____	YES	NO	Don't Know	N/A
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> IEEE Standard	<input type="checkbox"/> ISO	<input type="checkbox"/> Other explain on reverse		
<input type="checkbox"/> B.5 SYSTEM SUPPORT _____	YES	NO	Don't Know	N/A
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C. OTHER ACTIVITIES

<input type="checkbox"/> C.1 IT PLANNING _____	YES	NO	Don't Know	N/A
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> IEEE Standard	<input type="checkbox"/> ISO	<input type="checkbox"/> PMI	<input type="checkbox"/> Other explain on reverse	
<input type="checkbox"/> C.2 IT FACILITATION _____	YES	NO	Don't Know	N/A
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**RFP OSI 2046
ADMINISTRATIVE REQUIREMENTS**

EXHIBIT V-E.3

**BIDDER HISTORY AND CLIENT REFERENCE: BIDDER CORPORATE DATABASE
EXPERIENCE (PAGE 3 OF 3)**

C.3 TRAINING _____ **YES** **NO** **Don't Know** **N/A**

C.4 REPORT WRITING _____ **YES** **NO** **Don't Know** **N/A**

D. OVERALL SATISFACTION

D.1 Overall Satisfaction _____ **YES** **NO** **Don't Know** **N/A**

Additional Comments:

**RFP OSI 2046
ADMINISTRATIVE REQUIREMENTS**

EXHIBIT V-E.4

**BIDDER HISTORY AND CLIENT REFERENCE: SUBCONTRACTOR CORPORATE
REFERENCES (PAGE 1 OF 3)**

Bidder Company Name:

Note to Bidder: Do not complete any sections of this form below this point. This form is to be completed by the reference. **Note: A valid reference must address a minimum of three (3) categories.**

Note to Customer Reference: This information shall be used to evaluate the Bidder identified above. Please complete the questions on this form to the best of your ability. Please note: The State shall be contacting you to verify the responses on this form and to ask additional questions. Thank you for your assistance.

<p>Client Company Name: _____</p> <p>Client Company Address: _____ _____ _____</p> <p>Phone Number: (____) _____</p> <p>Date of Service: _____ through _____</p> <p>Total Contract Amount \$ _____</p>	<p>Contact Person: _____</p> <p>Printed Title of Contact Person Signing: _____</p> <p><i>Certification: I hereby certify that I have made a diligent effort to ascertain the facts with regard to the representations made herein and, to the best of my knowledge and belief all information is accurate.</i></p> <p>Contact Person Signature: _____</p> <p style="text-align: center;">_____ Date</p>
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Describe project in detail:

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ADMINISTRATIVE REQUIREMENTS**

EXHIBIT V-E.4

**BIDDER HISTORY AND CLIENT REFERENCE: SUBCONTRACTOR CORPORATE
REFERENCES (PAGE 2 OF 3)**

CUSTOMER SATISFACTION RATING: Were you satisfied with the Bidder's performance?

Yes _____ No _____

A. MANAGEMENT ACTIVITIES

<input type="checkbox"/> A.1 PLANNING _____	YES	NO	Don't Know	N/A
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> IEEE Standard	<input type="checkbox"/> ISO	<input type="checkbox"/> Other explain on reverse		
<input type="checkbox"/> A.2 STAFFING (Quality and Quantity) _____	YES	NO	Don't Know	N/A
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> A.3 MANAGEMENT ABILITY _____	YES	NO	Don't Know	N/A
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> A.4 ESTIMATION ACCURACY (hours, resources, etc.) _____	YES	NO	Don't Know	N/A
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. DAILY ACTIVITIES

<input type="checkbox"/> B.1 PROGRAMMING _____	YES	NO	Don't Know	N/A
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> IEEE Standard	<input type="checkbox"/> ISO	<input type="checkbox"/> Other explain on reverse		
<input type="checkbox"/> B.2 QUALITY ASSURANCE _____	YES	NO	Don't Know	N/A
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> IEEE Standard	<input type="checkbox"/> ISO	<input type="checkbox"/> Other explain on reverse		
<input type="checkbox"/> B.3 ADHERENCE TO STANDARDS _____	YES	NO	Don't Know	N/A
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> IEEE Standard	<input type="checkbox"/> ISO	<input type="checkbox"/> Other explain on reverse		
<input type="checkbox"/> B.4 SYSTEM INTEGRATION / ANALYSIS / DESIGN _____	YES	NO	Don't Know	N/A
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> IEEE Standard	<input type="checkbox"/> ISO	<input type="checkbox"/> Other explain on reverse		
<input type="checkbox"/> B.5 SYSTEM SUPPORT _____	YES	NO	Don't Know	N/A
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C. OTHER ACTIVITIES

<input type="checkbox"/> C.1 IT PLANNING _____	YES	NO	Don't Know	N/A
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> IEEE Standard	<input type="checkbox"/> ISO	<input type="checkbox"/> PMI	<input type="checkbox"/> Other explain on reverse	
<input type="checkbox"/> C.2 IT FACILITATION _____	YES	NO	Don't Know	N/A
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EXHIBIT V-E.4

RFP OSI 2046
ADMINISTRATIVE REQUIREMENTS

**BIDDER HISTORY AND CLIENT REFERENCE: SUBCONTRACTOR CORPORATE
REFERENCES (PAGE 3 OF 3)**

C.3 TRAINING _____ YES NO Don't Know N/A

C.4 REPORT WRITING _____ YES NO Don't Know N/A

D. OVERALL SATISFACTION

Overall Satisfaction _____ YES NO Don't Know N/A

Additional Comments:

**RFP OSI 2046
ADMINISTRATIVE REQUIREMENTS**

EXHIBIT V-F

PROJECT MANAGER REFERENCE FORM (PAGE 1 OF 2)

Project Manager Name:

Bidder Company Name:

Note to Bidder: Do not complete any section of this form below this point.

Note to Customer Reference: This information shall be used to evaluate the Project Manager mentioned above. Please complete the questions on this form to the best of your ability. Please note: The State shall be contacting you to verify the responses on this form and to ask additional questions. Thank you for your assistance.

<p>Client Company Name: _____</p> <p>Client Company Address: _____ _____ _____</p> <p>Phone Number: (____) _____</p> <p>Date of Service: _____ through _____</p> <p>Total Contract Amount \$ _____</p>	<p>Contact Person: _____</p> <p>Printed Title of Contact Person Signing: _____</p> <p><i>Certification: I hereby certify that I have made a diligent effort to ascertain the facts with regard to the representations made herein and, to the best of my knowledge and belief all information is accurate.</i></p> <p>Contact Person Signature: _____</p> <p style="text-align: right;">_____ Date</p>
--	---

This form is to be used per project ONLY - Not for multiple projects. Check the appropriate requirement(s) that pertain to this reference and provide a brief description of work in the space provided DO NOT revise the structure of this form.

Describe project in detail, including but not limited to the approximate number of system users, approximate number of concurrent users, and approximate number of lines of code and a paying customer:

**RFP OSI 2046
ADMINISTRATIVE REQUIREMENTS**

EXHIBIT V-F

PROJECT MANAGER REFERENCE FORM (Page 2 of 2)

CUSTOMER SATISFACTION RATING: Place a check mark in the "YES" box if you were satisfied with the Project Manager's performance. Place a check mark in the "NO" box if you were NOT satisfied with the Project Manager's performance.

- | | | | |
|--|--------------------------|--------------------------|--|
| <input type="checkbox"/> A.1 COMMUNICATION _____
_____ | YES | NO | |
| | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> A.2 ISSUE RESOLUTION _____
_____ | YES | NO | |
| | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> A.3 TECHNICAL KNOWLEDGE _____
_____ | YES | NO | |
| | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> A.4 FLEXIBILITY _____
_____ | YES | NO | |
| | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> A.5 PROFESSIONALISM _____
_____ | YES | NO | |
| | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> A.6 RESOURCE MANAGEMENT _____
_____ | YES | NO | |
| | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> A.7 OVERALL PERFORMANCE _____
_____ | YES | NO | |
| | <input type="checkbox"/> | <input type="checkbox"/> | |

Other Comments

**RFP OSI 2046
ADMINISTRATIVE REQUIREMENTS**

EXHIBIT V-G

CONTRACTOR CORE STAFF REQUIREMENTS FORM (PAGE 1 OF 3)

Position/RFP Requirement	Staff Name	Service(s) Provided/Duration	Reference Contact
<p><u>SYSTEM ENGINEERS (PowerBuilder / C Language Programmers)</u></p> <p>Two (2) years programming an automated system equal to the size and complexity of the SFIS: Four hundred (400) total users three hundred and twenty-five (325) workstations, and at least one hundred thousand (100,000) lines of application code, including:</p> <ul style="list-style-type: none"> • Development using PowerBuilder including PowerBuilder Foundation Class (PFC) and C Language code that is currently operating in a production environment. • Development of detailed technical documentation. • Performing unit and system testing. • Performing integration / regression testing. • Performing software implementations and application of SDLC implementation. • Development of stored procedures. (One (1) year required) • Development of shell scripts. (One (1) year required) 			

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ADMINISTRATIVE REQUIREMENTS**

EXHIBIT V-G

CONTRACTOR CORE STAFF REQUIREMENTS (Page 2 of 3)

Position/RFP Requirement	Staff Name	Service(s) Provided/Duration	Reference Contact
<p><u>HELP DESK SUPERVISOR</u></p> <p>Minimum of five (5) total years as a Supervisor with experience, including:</p> <ul style="list-style-type: none">• Minimum of two (2) years managing a Help Desk.• Minimum of two (2) years supervision / management of at least two (2) staff members.• Minimum of two (2) years development of administrative processes to ensure customer service objectives are met.• Minimum of two (2) years Help Desk and workflow analysis and process improvement.• Minimum of two (2) years development and maintenance of databases for tracking and reporting end user problems, questions, and issues.			

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ADMINISTRATIVE REQUIREMENTS**

EXHIBIT V-G

CONTRACTOR CORE STAFF REQUIREMENTS (Page 3 of 3)

Position/RFP Requirement	Staff Name	Service(s) Provided/Duration	Reference Contact
<p>Database Administrator / System Administrator</p> <p>Two (2) total years administering an automated system equal to the size and complexity of the SFIS: Four hundred (400) total users with three hundred and twenty-five (325) workstations, and at least one hundred thousand (100,000) lines of application code, including:</p> <ul style="list-style-type: none"> • Administration of HP UX. • Configuration and implementation of HP UX and Informix software upgrades and patches, ensuring the system platform and database software are always maintained at required levels. • Administration of an Informix Database and management of multiple database environments. • Administration of the HP UX automated system operations environment that manages and controls an HP9000. • Design of data security strategy and processes at the application interface level. • Determining database environment requirements. • Administration of the Windows operating system. This shall include versions of Windows used for both workstations and servers. • Writing SQL database queries. • Development of stored procedures. (One (1) year required) <p>Development of shell scripts. (One (1) year required)</p>			

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ADMINISTRATIVE REQUIREMENTS**

EXHIBIT V-H

BIDDER DECLARATION

State of California—Department of General Services, Procurement Division
GSPD-05-105 (EST 8/05)

Solicitation Number _____

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 (MS, 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.

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EXHIBIT V-H

State of California—Department of General Services, Procurement Division
GSPD-05-105 (EST 8/05) Instructions

BIDDER DECLARATION Instructions

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.

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EXHIBIT V-I

**CERTIFICATION OF COMPLIANCE WITH THE AMERICAN DISABILITIES ACT (ADA) OF
1990**

Contractor assures State that it complies with the Americans with Disabilities Act (ADA of 1990, which prohibits discrimination on the basis of disability, as well as applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101, et seq.)

Signature

Date

Name and Title (Print or Type)

Street Address

Firm Name

City, State and Zip