



18th DISTRICT AGRICULTURAL ASSOCIATION
DBA Eastern Sierra Tri-County Fairgrounds
475 Sierra Street
Bishop, California 93514

REQUEST FOR PROPOSAL (RFP)

Independent Financial Review and Audit Services

RFP No.: 18DAA-FIN-RFP-2026-01

Release Date: March 27, 2026

Proposal Due Date: April 29, 2026, at 5:00 PM Pacific Time

SECTION 1 – PURPOSE

The 18th District Agricultural Association (DAA), operating under the authority of the California Department of Food and Agriculture (CDFA), solicits proposals from qualified Certified Public Accounting (CPA) firms to provide independent financial review and audit services.

This procurement is conducted in accordance with policies of the California Department of General Services (DGS), the State Administrative Manual (SAM), and applicable Public Contract Code provisions.

Award will be made using a **Two-Tier Competitive Best Value Evaluation Method**.

SECTION 2 – BACKGROUND

The 18th DAA is a State Entity responsible for administering public funds and operating the Eastern Sierra Tri-County Fairgrounds. The DAA is subject to:

- State oversight
- Annual financial reporting requirements
- Independent audit and review requirement

SECTION 3 – BIDDER RESPONSIBILITY

Bidders are responsible for

- Carefully reviewing all RFP documents.

18th District Agricultural Association – Eastern Sierra Tri-County Fairgrounds
475 Sierra Street, Bishop, CA 93514
(760) 873-3588

- Ensuring compliance with submission format requirements
- Bearing all proposal preparation costs.

SECTION 4 – CONTRACT TERM

The anticipated contract term covers 3 years of Financial Review/Audit:

- FY 2024 Financial Review
- FY 2025 Financial Review
- FY 2026 Financial Audit

The contract is subject to:

- Funding availability
- DAA Board approval
- CDFA oversight requirements
- Satisfactory contractor performance

SECTION 5 – SCOPE OF WORK

Detailed scope is provided in **Exhibit A**.

5.1 Financial Reviews (FY 2024 & 2025)

Contractor shall:

- Prepare financial statements in accordance with U.S. GAAP
- Perform review engagements under SSARS
- Provide limited assurance
- Issue written review reports

5.2 Financial Audit (FY 2026)

Contractor shall:

- Perform an audit in accordance with GAAS
- Express an opinion on financial statements
- Issue a written audit report
- Evaluate internal controls (no opinion required)
- Communicate audit findings to governance

SECTION 6 – QUESTIONS AND ADDENDA

All questions regarding this RFP must be submitted in writing no later than April 15, 2026. Written responses will be issued as an addendum and posted on the official RFP posting site no later than April 22. Proposers are responsible for reviewing all addenda prior to submitting the proposal. No verbal or informal answers are binding. Questions can be emailed to info@tricountyfair.com.

SECTION 7 – MINIMUM QUALIFICATIONS (PASS/FAIL)

Proposers must demonstrate:

1. Active California CPA license
2. Experience with SSARS reviews
3. Experience with GAAS audits
4. Governmental audit experience
5. Eligibility to contract with the State

Failure to meet minimum qualifications will result in rejection.

SECTION 8 – PROPOSAL FORMAT

Proposals must be submitted in two separate volumes.

TEIR I – TECHNICAL PROPOSAL

It must not contain cost information.

Required contents:

1. Cover Letter
2. Firm Qualifications
3. Government Experience
4. Key Personnel (resumes and CPA verification)
5. Technical Approach
6. Work Plan & Timeline
7. References (minimum three governmental clients)
8. Required Certifications (Exhibit C)
9. Disable Veteran Business Enterprise (DVBE) Documentation

TEIR II – COST PROPOSAL

Submitted separately and clearly labeled.

Must include:

- Exhibit B – Cost Proposal Form
- Firm-fixed pricing for each fiscal year
- Total proposed cost

Cost proposals remain sealed until completion of technical scoring.

SECTION 9 - DELIVERY OF PROPOSALS

Proposals must be physically received **by April 29, 2026, at 5:00 PM (PST)** at:

18th District Agricultural Association Administrative Office

18th District Agricultural Association

Attn: Executive Officer

475 Sierra Street

Bishop, CA 93514

Packages must be submitted by mail, courier, or in person; email submissions are not accepted.

REQUIRED PACKAGING (DGS TWO-TIER FORMAT)

Submit:

Tier 1 – Technical Proposal – 1st Envelope

- Three (3) hard copies
- Sealed and clearly labeled:
“18DAA-FIN-RFP-2026-01 – Technical Proposal.”
- Include bidder name

Tier 2 – Financial Proposal – 2nd Envelope

- Three (3) hard copies
- Sealed separately
- Clearly labeled:
“RFP 18DAA-FIN-RFP-2026-01 – Financial Proposal”

Both sealed envelopes must be placed inside **Envelope 3**, sealed and labeled, and mailed to:

18th District Agricultural Association

18DAA-FIN-RFP-2026-01

Fair-Time Audit Services

Attn: Executive Officer

18th District Agricultural Association – Eastern Sierra Tri-County Fairgrounds

475 Sierra Street, Bishop, CA 93514

(760) 873-3588

475 Sierra Street
Bishop, CA 93514

Modification or Withdrawal of Proposals:

Any proposal received before the deadline may be withdrawn or modified in writing. Modified proposals must be received by **April 29, 2026, 5:00 PM (PST)** to be considered.

SECTION 10 – DVBE INCENTIVE ONLY

The DAA elects to include the DVBE incentive for this bid package but waives the program requirement.

Bidders to receive DVBE incentive must complete and return the attached Bidder and Sub-Contract Performance Declaration, GSPD-05105, and DVBE Declaration, Bidder Not a Broker STD.843, as applicable.

See also attached DVBE Incentive Instructions for information on how to comply.

SECTION 11 – EVALUATION PROCESS

Phase 1 – Administrative Screening (Pass/Fail)

Proposals will be screened for:

- Timely submission
- Mandatory conference attendance (if applicable)
- Minimum qualifications
- Required forms
- DVBE compliance (3% participation or approved Good Faith Effort)

Phase 2 – Technical Evaluation (100 Points)

| Criteria | Points |
|-----------------------|---------------|
| Firm Qualifications | 25 |
| Government Experience | 20 |
| Key Personnel | 20 |
| Technical Approach | 25 |
| Work Plan | 10 |
| Total | 100 |

Minimum score to advance: 70 points.

Phase 3 – Cost Evaluation (100 Points)

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Formula:

$\text{Lowest Cost} \div \text{Proposer Cost} \times 100 = \text{Cost Score}$

Final Score Calculation:

$\text{Final Score} = (\text{Technical} \times 70\%) + (\text{Cost} \times 30\%)$

Tie-Breaker:

In the event of a tie, the proposer with the higher technical score shall prevail.

SECTION 12 – PROTEST PROCEDURES

A proposer may file a protest within five (5) calendar days of the Notice of Proposed Award.

Protests must:

- Be in writing
- State RFP number
- State-specific grounds
- Include supporting documentation

Submit to:

18th District Agricultural Association
Attn: Executive Officer
475 Sierra Street
Bishop, CA 93514

And

Department of General Services
Office of Legal Services
Attention: Protest Coordinator
707 Third Street
West Sacramento, CA 95605
P.O. Box 989053
West Sacramento, CA 95798
Email – olsprotests@dgs.ca.gov

A fully detailed written statement specifying the grounds for the protest must be filed with both offices within **five (5) calendar days** after filing the initial protest. The DAA's written decision shall be final.

SECTION 13 – GENERAL TERMS AND CONDITIONS

The resulting contract shall be incorporated, in addition to the following documents:

- DGS General Provisions (GSPD-401 or successor)
- Insurance requirements
- Indemnification provisions
- Independent contractor clause
- Conflict of interest compliance (Gov. Code §§1090 & 87100)
- Nondiscrimination compliance (Gov. Code §12990)
- Records retention (minimum three years)
- Termination for cause or convenience

SECTION 14 – RFP SCHEDULE

| Event | Date |
|---------------------------|----------------------------------|
| RFP Release | March 27, 2026 |
| Questions Due | April 15, 2026 |
| Proposal Due | April 29, 2026, by 5:00 PM (PST) |
| Interviews (if necessary) | April 30–May 1, 2026 |
| Notice of Proposed Award | May 6, 2026 |
| Protest Period | May 7–May 13, 2026 |
| Contract Commences | June 1, 2026 |

SECTION 15 – CONTACT INFORMATION

All communications must be submitted in writing to:

Mike Francesconi
18th District Agricultural Association
DBA Eastern Sierra Tri-County Fairgrounds
475 Sierra Street
Bishop, CA 93514
Phone: (760) 873-3588
Email: info@tricountyfair.com

This person is the only authorized person designated by the DAA to receive communication concerning this RFP. ***Do not attempt to contact any other person concerning this RFP.***

Oral communication from DAA officers and employees concerning this RFP shall not be binding on the DAA and shall in no way excuse the bidder of obligations as set forth in the RFP.

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SECTION 16 – CONFIDENTIALITY

All materials submitted become the property of the DAA. Proposals, evaluations, and scoring sheets are available for public inspection after Notice of Proposed Award. Copies may be requested at the bidder's expense. Confidentiality is maintained until award posting.

EXHIBIT A – DETAILED SCOPE OF WORK

1. Overview

The Contractor shall provide **independent financial review and audit services** for the 18th District Agricultural Association (DAA), DBA Eastern Sierra Tri-County Fairgrounds, for Fiscal Years 2024, 2025, and 2026.

Services include:

- Financial reviews for FY 2024 and FY 2025
- Financial audit for FY 2026

All services must comply with:

- U.S. Generally Accepted Accounting Principles (GAAP)
- Statements on Standards for Accounting and Review Services (SSARS) for reviews
- Generally Accepted Auditing Standards (GAAS) for the audit

2. Financial Reviews – FY 2024 and FY 2025

2.1 Objectives

The financial reviews are designed to:

1. Provide **limited assurance** regarding the DAA's financial statements
2. Identify material modifications, if any, necessary for compliance with GAAP
3. Support management in improving internal controls and financial reporting

2.2 Deliverables

The Contractor shall:

- Prepare financial statements in accordance with U.S. GAAP based on information provided by the DAA
- Conduct review engagements in accordance with SSARS

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- Comply with applicable professional standards, including:
 - AICPA Code of Professional Conduct
 - Principles of integrity, objectivity, professional competence, and due care
- Issue written review reports for each fiscal year

3. Financial Audit – FY 2026

3.1 Objectives

The financial audit is designed to:

1. Provide an independent opinion on whether the DAA’s financial statements are fairly presented, in all material respects, in conformity with GAAP
2. Evaluate internal control processes related to financial reporting (no opinion required on control effectiveness)
3. Identify risks of material misstatement due to fraud or error

3.2 Deliverables

The Contractor shall:

- Perform the audit in accordance with GAAS
- Examine evidence on a **test basis** to support amounts and disclosures in the financial statements
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant estimates
- Assess whether conditions or events raise substantial doubt about the DAA’s ability to continue as a going concern
- Communicate with governance regarding:
 - Planned scope and timing of the audit
 - Significant audit findings
 - Internal control-related matters identified during the audit
- Issue a written audit report expressing the independent opinion

4. Professional Standards and Conduct

The Contractor shall:

- Maintain professional judgment and professional skepticism throughout all engagements
- Ensure all work is conducted by qualified CPA personnel
- Adhere to all applicable laws, regulations, and ethical standards

5. Timeline

The Contractor shall complete services according to the following schedule:

| Fiscal Year | Service | Expected Completion |
|--------------------|------------------|----------------------------|
| (2024 | Financial Review | December 2026 |
| 2025 | Financial Review | July 2027 |
| 2026 | Financial Audit | January 2028 |

Dates of completion can be negotiated with management and adjusted based on the Auditor's workload and Schedule.

The Contractor shall submit draft reports for DAA review prior to issuance of final reports.

6. Coordination and Reporting

The Contractor shall:

- Work closely with DAA staff and management
- Provide status updates as requested
- Attend meetings with the DAA Board or governance as necessary to present findings

EXHIBIT B – COST PROPOSAL FORM

| Service | Firm-Fixed Cost |
|--------------------------|------------------------|
| FY 2024 Financial Review | \$ |
| FY 2025 Financial Review | \$ |
| FY 2026 Financial Audit | \$ |
| Total Proposed Cost | \$_____ |

EXHIBIT C – REQUIRED CERTIFICATIONS

- California CPA License Certification
- Non-Collusion Declaration
- Conflict of Interest Statement
- Certification of No Pending Litigation
- DVBE Participation or Good Faith Effort Forms
- Payee Data Record (STD 204, upon award)

BIDDER DECLARATION

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

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

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

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

| Subcontractor Name, Contact Person, Phone Number & Fax Number | Subcontractor Address & Email Address | CA Certification (MB,SB, NVSA,DVBE or None) | Work performed or goods provided for this contract | Corresponding % of bid price | Good Standing? | 51% Rental? |
|---|---------------------------------------|---|--|------------------------------|--------------------------|--------------------------|
| | | | | | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | | <input type="checkbox"/> | <input type="checkbox"/> |

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

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)
- Nonprofit Veteran Service Agency (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, NVSA, and/or DVBE must provide a commercially useful function as defined in Military and Veterans Code Section 999 for DVBEs and Government Code Section 14837(d)(4)(A) for small/microbusinesses.

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, NVSA, OVBE or None)-If the subcontractor possesses a current State of California certification(s), verify on this website (www.eprocure.pd.dgs.ca.gov).

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, NVSA, and/or DVBE status

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.

**CALIFORNIA DISABLED VETERAN BUSINESS ENTERPRISE (DVBE)
PROGRAM REQUIREMENTS
(Revision Date 1-2022)**

PLEASE READ THE REQUIREMENTS AND INSTRUCTIONS CAREFULLY BEFORE YOU BEGIN.

AUTHORITY

The Disabled Veteran Business Enterprise (DVBE) Participation Goal Program for State contracts is established in Public Contract Code (PCC), §10115 et seq., Military and Veterans Code (MVC), §999 et seq., and California Code of Regulations (CCR), Title 2, §1896.61 et seq.

DVBE PARTICIPATION

The **minimum** percentage of DVBE participation is **3%** for this solicitation *unless* another percentage is specified in the solicitation, or the solicitation is exempt from DVBE participation.

DVBE INCENTIVE

An incentive will be given to bidders who provide DVBE participation, *unless* stated elsewhere in the solicitation the DVBE Incentive has been exempted.

INTRODUCTION

The bidder must complete the identified form(s) and fully document that the mandatory minimum percent of DVBE participation will be met in order to comply with this solicitation's DVBE program requirement or the bid may be considered non-responsive.

Information submitted by the Bidder to comply with this solicitation's DVBE requirements will be verified by the State. If evidence of an alleged violation is found during the verification process, the State shall initiate an investigation, in accordance with the requirements of PCC §10115, et seq., and MVC §999 et seq., and follow the investigatory procedures required by 2 CCR §1896.91. Contractors found to be in violation of these provisions may be subject to suspension from doing business with the State of California, contract termination, civil penalties, and loss of State certifications.

Only State of California, Office of Small Business and DVBE Services (OSDS), certified Disabled Veteran Business Enterprises (hereafter called "DVBE") who will perform a commercially useful function (CUF) shall be used to satisfy the DVBE requirements. The term "DVBE contractor, subcontractor or supplier" means any person or entity that satisfies the ownership (or management) and control requirements of 2 CCR §1896.81, is certified in accordance with 2 CCR §1896.84, and provides services or goods that contribute to the fulfillment of the contract requirements by performing a commercially useful function as required in MVC §999(B). A certification signed under penalty perjury that the work performed by DVBE subcontractors serves a CUF is required from the bidder per MVC §999.10(a)(3). Bidders must also verify each DVBE subcontractor's certification status with OSDS to ensure DVBE participation eligibility prior to submitting bids. A DVBE that is not certified at the time of award or does not meet and maintain certification cannot count towards an awarding department's 3-percent goal. {MVC §999.5(c)}

COMMERCIALLY USEFUL FUNCTION DEFINITION

As defined in MVC §999(B), a person or an entity is deemed to perform a "commercially useful function" if a person or entity does all of the following:

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

**CALIFORNIA DISABLED VETERAN BUSINESS ENTERPRISE (DVBE)
PROGRAM REQUIREMENTS
(Revision Date 1-2022)**

A contractor, subcontractor, or supplier will not be considered to perform a “commercially useful function” if the contractor's, subcontractor's, or supplier's role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of disabled veteran business enterprise participation.

DVBE SUBSTITUTION

Bidders must use the DVBE subcontractors or suppliers proposed in the bid. Any substitutions must be requested in writing to the awarding department and approved by both the awarding department and OSDS in writing prior to the commencement of any work by the proposed DVBE. The substitution must be to perform the same work and shall maintain the minimum level of DVBE participation stated in original bid. {MVC §999.5(g)}

DVBE SUBCONTRACTOR REPORTING

Bidders awarded a contract with a commitment to use DVBE subcontractors must certify, upon completion of contract, that all payments have been made to the DVBE subcontractors by submitting the Prime Contractor's - DVBE Subcontracting Report (STD 817). For such contracts awarded on or after January 1, 2021, the department will withhold \$10,000 from the final payment, or the full payment if the final payment is less than \$10,000 from prime contractors, until the complete and accurate STD 817 is received. Failure to submit this certification after given the opportunity to cure, will result in the department permanently deducting \$10,000 from the final payment or the full payment if less than \$10,000. {MVC §999.7}

Prime contractor shall provide proof of payments made to DVBE subcontractors at the request of the department. The department shall keep all information provided by the prime contractor regarding the DVBE program requirements in the procurement file for six years. {MVC §999.55}

PLEASE READ ALL INSTRUCTIONS CAREFULLY

These instructions contain information about the DVBE program requirements, bidder responsibilities, and the DVBE Bid Incentive. Bidders are responsible for thorough review and compliance with these instructions.

To meet the DVBE program requirements, bidders must complete and fully document compliance with the following:

PARTICIPATION COMMITMENT

Bidders must commit to meet or exceed the DVBE participation requirement in this solicitation by either Method A1 (bidder is a California certified DVBE) or A2 (bidder is not a California certified DVBE). Bidders must document DVBE participation commitment by completing and submitting all forms and documentation necessary to support meeting CUF. Forms include the Bidder Declaration (DGS PD-05-105) and (DGS PD 843) DVBE Declarations located elsewhere in the solicitation, the Confirmation Letter/Form and Certification of CUF Compliance (MVC 999.10(a)(3)) as described below, and any other requested documentation. Failure to complete and submit the required form(s) as instructed will render the bid non-responsive.

METHOD A1. CERTIFIED DVBE BIDDER:

- a. Commit to perform the participation goal percentage of the contract bid amount with its own resources or in combination with another DVBE(s).
- b. Document DVBE participation on the Bidder Declaration DGS PD-05-105 for the Prime and all subcontractors (any person, firm, corporation that will participate in fulfilling any part of the contract.).
- c. Submit a signed certification under penalty of perjury that the work performed by each DVBE subcontractor listed on the contract is CUF compliant.
- d. Submit a written Confirmation Letter/Form from each DVBE subcontractor identified on the Bidder

**CALIFORNIA DISABLED VETERAN BUSINESS ENTERPRISE (DVBE)
PROGRAM REQUIREMENTS
(Revision Date 1-2022)**

Declaration. The written confirmation must include the solicitation number and be signed by the Bidder and the DVBE subcontractor(s). The written confirmation shall include, but is not limited to, the DVBE scope of work, work to be performed by the DVBE, term of intended subcontract with the DVBE, anticipated dates the DVBE will perform required work, rate and conditions of payment and total amount to be paid to the DVBE. Failure to submit signed confirmations with the bid may render the bid non-responsive. If further verification is necessary, the State will obtain additional information to verify compliance with the above requirements.

- e. DGS PD 843 DVBE Declarations form for all DVBE participants (prime or sub).

METHOD A2. NON-DVBE BIDDER:

- a. Commit to using DVBE(s) to perform the participation goal percentage of the contract bid amount.
- b. Document DVBE participation on the Bidder Declaration DGS PD-05-105.
- c. Submit a signed certification under penalty of perjury that the work performed by each DVBE subcontractor listed on the contract is CUF compliant.
- d. Submit a written Confirmation Letter/form from each DVBE subcontractor identified on the Bidder Declaration. The written confirmation must include the solicitation number and be signed by the Bidder and the DVBE subcontractor(s). The written confirmation shall include, but is not limited to, the DVBE scope of work, work to be performed by the DVBE, term of intended subcontract with the DVBE, anticipated dates the DVBE will perform required work, rate and conditions of payment and total amount to be paid to the DVBE. Failure to submit signed confirmations with the bid may render the bid non-responsive. If further verification is necessary, the State will obtain additional information to verify compliance with the above requirements.
- e. DGS PD 843 DVBE Declarations form for all DVBE participants (prime or sub).

DVBE BID INCENTIVE

Unless stated elsewhere in the solicitation that the DVBE incentive has been waived, in accordance with Section 999.5(a) of the Military and Veterans Code an incentive will be given to bidders who provide DVBE participation. For evaluation purposes only, the State shall apply an incentive to bids that propose California certified DVBE participation as identified on the Bidder Declaration DGS PD-05-105, (located elsewhere within the solicitation document) and confirmed by the State. The incentive amount for awards based on low price will vary in conjunction with the percentage of DVBE participation. Unless a table that replaces the one below has been expressly established elsewhere within the solicitation, the following percentages will apply for awards based on low price.

| Confirmed DVBE Participation of: | DVBE Incentive: |
|---|----------------------------|
| 5% or Over | 5% |
| 4% to 4.99% inclusive | 4% |
| 3% to 3.99% inclusive | 3% |

As applicable: (1) Awards based on low price - the net bid price of responsive bids will be reduced (for evaluation purposes only) by the amount of DVBE incentive as applied to the lowest responsive net bid price. If the #1 ranked responsive, responsible bid is a California certified small business, the only bidders eligible for the incentive will be California certified small businesses. The incentive adjustment for awards based on low price cannot exceed 5% or \$100,000, whichever is less, of the #1 ranked net bid price. When used in combination with a preference adjustment, the cumulative adjustment amount cannot exceed \$100,000.

(2) Awards based on highest score - the solicitation shall include an individual requirement that identifies incentive points for DVBE participation.

**CALIFORNIA DISABLED VETERAN BUSINESS ENTERPRISE (DVBE)
PROGRAM REQUIREMENTS
(Revision Date 1-2022)**

RESOURCES AND INFORMATION TO LOCATE DVBE SUPPLIERS

AWARDING DEPARTMENT

For questions regarding bid documentation requirements, **contact the contracting official at the awarding department for this solicitation.** The contracting official may be able to provide information regarding any DVBE suppliers who may have identified themselves as potential subcontractors and to obtain suggestions for search criteria to possibly identify DVBE suppliers for the solicitation. These referral organizations provide services for a fee. To obtain a list of referral organizations, please select:

- [DVBE Focus-Trade Paper Listing](#)
- [DVBE Referral Organizations Listing](#)

DGS-PD OFFICE OF SMALL BUSINESS AND DVBE SERVICES (OSDS)

The department's Small Business (SB/DVBE) Advocate can also provide assistance with identifying DVBEs. For a directory of SB/DVBE Advocates for each department go to: [SB/DVBE Advocates Directory](#).

For assistance with this directory, contact Department of General Services, Procurement Division (DGS-PD), Business Outreach Program at Advocate@dgs.ca.gov.

For assistance with SB/DVBE Search, Certification Applications and Information, Certification Information, Certification Status or Concerns and General DVBE Program info you may use any of the following methods:

From 8am - 5pm Monday-Friday: Call OSDS at (916) 375-4940 or visit the Website: [SB/DVBE Certification](#) or E-mail: Certification@dgs.ca.gov.

DGS PD E-PROCUREMENT

Access the list of all certified DVBEs by using the Department of General Services, Procurement Division (DGS-PD), online certified firm database at www.caleprocure.ca.gov. To begin your search, click on "Quicklinks" and then click on "[Find Certified Firms \(SB/DVBE\)](#)." Search by one "Keyword" or "United Nations Standard Products and Services Code" (UNSPSC) at a time that apply to the elements of work you want to subcontract.

Check for subcontractor ads that may be placed on the California State Contracts Register (CSCR) for this solicitation prior to the closing date. You may access the CSCR at: www.caleprocure.ca.gov then click on Find Public Procurement Information. For questions regarding the CSCR, please call 916-375-2000 or send an email to eprocure@dgs.ca.gov.

For eProcurement Training Modules including the Small Business SB/DVBE Search, click on "Help" then on the question "Is training available?" and then click Access Training.

FEDERAL

Search the U.S. Small Business Administration's (SBA) System For Award Management (www.SAM.gov) on-line database to identify potential DVBEs. First time users should click on the "Search" for detailed instructions. Remember to verify each firm's status as a *California* certified DVBE.

DISABLED VETERAN BUSINESS ENTERPRISE DECLARATIONS

DGS PD 843 (Rev. 9/2019)

Formerly STD. 843

Instructions: The disabled veteran (DV) owner(s) and DV manager(s) of the Disabled Veteran Business Enterprise (DVBE) must complete this declaration when a DVBE contractor or subcontractor will provide materials, supplies, services or equipment [Military and Veterans Code Section 999.2]. Violations are misdemeanors and punishable by imprisonment or fine and violators are liable for civil penalties. All signatures are made under penalty of perjury.

SECTION 1

Name of certified DVBE: _____ DVBE Ref. Number: _____

Description (materials/supplies/services/equipment proposed): _____

Solicitation/Contract Number: _____ SCPRS Ref. Number: _____

(FOR STATE USE ONLY)

SECTION 2**APPLIES TO ALL DVBEs. Check only one box in Section 2 and provide original signatures.**

- I (we) declare that the DVBE is not a broker or agent, as defined in Military and Veterans Code Section 999.2 (b), of materials, supplies, services or equipment listed above. Also, complete Section 3 below if renting equipment.
- Pursuant to Military and Veterans Code Section 999.2 (f), I (we) declare that the DVBE is a broker or agent for the principal(s) listed below or on an attached sheet(s). *(Pursuant to Military and Veterans Code 999.2 (e), State funds expended for equipment rented from equipment brokers pursuant to contracts awarded under this section shall not be credited toward the 3-percent DVBE participation goal.)*

All DV owners and managers of the DVBE (attach additional pages with sufficient signature blocks for each person to sign):

| | | |
|------------------------------------|----------------------------------|---------------|
| _____ | _____ | _____ |
| (Printed Name of DV Owner/Manager) | (Signature of DV Owner/ Manager) | (Date Signed) |

| | | |
|------------------------------------|---------------------------------|---------------|
| _____ | _____ | _____ |
| (Printed Name of DV Owner/Manager) | (Signature of DV Owner/Manager) | (Date Signed) |

Firm/Principal for whom the DVBE is acting as a broker or agent: _____
(If more than one firm, list on extra sheets.) (Print or Type Name)

Firm/Principal Phone: _____ Address: _____

SECTION 3**APPLIES TO ALL DVBEs THAT RENT EQUIPMENT AND DECLARE THE DVBE IS NOT A BROKER.**

- Pursuant to Military and Veterans Code Section 999.2 (c), (d) and (g), I am (we are) the DV(s) with at least 51% ownership of the DVBE, or a DV manager(s) of the DVBE. The DVBE maintains certification requirements in accordance with Military and Veterans Code Section 999 et. seq.
- The undersigned owner(s) own(s) at least 51% of the quantity and value of each piece of equipment that will be rented for use in the contract identified above. I (we), the DV owners of the equipment, have submitted to the administering agency my (our) personal federal tax return(s) at time of certification and annually thereafter as defined in *Military and Veterans Code 999.2*, subsections (c) and (g). *Failure by the disabled veteran equipment owner(s) to submit their personal federal tax return(s) to the administering agency as defined in Military and Veterans Code 999.2, subsections (c) and (g), will result in the DVBE being deemed an equipment broker.*

Disabled Veteran Owner(s) of the DVBE (attach additional pages with signature blocks for each person to sign):

| | | |
|----------------|-------------|---------------|
| _____ | _____ | _____ |
| (Printed Name) | (Signature) | (Date Signed) |

| | | |
|--------------------|-------------|--------------------------------------|
| _____ | _____ | _____ |
| (Address of Owner) | (Telephone) | (Tax Identification Number of Owner) |

Disabled Veteran Manager(s) of the DVBE (attach additional pages with sufficient signature blocks for each person to sign):

| | | |
|------------------------------|---------------------------|---------------|
| _____ | _____ | _____ |
| (Printed Name of DV Manager) | (Signature of DV Manager) | (Date Signed) |

Page ____ of ____

PRINT**CLEAR**