

“Generic” Services Contract Worksheet

Check off each item as it is completed and/or added to the contract package.

- 1 - Std. 215, “Agreement Summary”** – Completed form. Include justification for multi-year contract, if applicable.
- 1 - Evidence of Insurance** - Insurance certificate or page showing CFSA master cert approval.
- 1 - Contractor Certification Clauses Form** – Completed and signed by contractor.
- 1-Board Resolution or Delegation of Authority** - (if multi-year, submit Board Resolution, and include total number of years, and total dollar amount)
- 3 - Std. 213 “Standard Agreement” Forms** - Submit 3 completed signed copies of the Std. 213 with all applicable items completed as required.
- Completed Exhibit A Budget Detail (on Std. 213 itself or attached to each copy).
- Completed Exhibit B Scope of Work and Payment Provisions (on Std. 213 or attached to each copy).
- Authorized signatures of contractor and DAA CEO on each copy of Std. 213. Not original signatures -
- Termination without Cause language added if applicable.
- Any changes made to documentation initialed by both parties.

Bid Process Used

Check applicable box and then complete sections in appropriate box below.

- IFB
- RFP
- Alternative Bid Process

IFB or RFP Bidding Documentation:

- 1 – Copy of DAA’s RFP or IFB
- 1 – Copy of list to whom bid packages were sent
- 1 – Copy of each bid received
- 1 – Copy of all score sheets, if RFP
- Evidence of Advertising in CSCR
 - Covered by Fairs & Expositions’ CSCR Blanket Ad for fairtime.
 - CSCR ad placed by DAA for year-round or time in addition to fairtime (attach copy).

- Following statement added to contract:

“The DAA’s bid package dated _____, and the contractor’s bid, dated _____, are on file at the DAA and at the Division of Fairs and Expositions’ Office in Sacramento, and are incorporated herein by reference and made a part of this contract.”

DVBE Documentation

- Waived
- Applicable
- Comply with 3% program requirement – All required documentation must be included.
- Bidder and Subcontractor Performance Declaration (GSPD-05-105)
- Disabled Veteran Business Enterprise (DVBE) Declaration (Std. 843)
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- Disabled Veteran Business Enterprise (DVBE) Declaration (Std. 843)

Alternative Bid Process Documentation

- Copy of written quotes received
- Verification of each businesses small business or DVBE status: Either copies of the small business or DVBE certifications or printouts of pages from DGS website displaying firms’ current certification status.

Attach to the contracts and incorporate the following exhibits:

- CFSA Insurance Requirements form

Note: If contract is over \$5,000, a “Contract Award Report”, Std. 16 form, must be sent to the Department of Fair Employment and Housing 2218 Kausen Drive, Suite 100 Elk Grove, CA 95758.