

REQUEST FOR QUOTE # DPARC-0685

DEPARTMENT OF PUBLIC SOCIAL SERVICES (DPSS) AUDIT MANAGEMENT SYSTEM, MAINTENANCE AND SUPPORT



By:
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NIGP Code(s): 208-11, 946-20, 918-04

INSTRUCTIONS TO BIDDERS

- Vendor Registration** – Vendor Registration is a two-step process vendor registration; first step is to register your company on the County's website to receive purchase orders and payments, and the second step is a 3rd party website, Public Purchase, for bidding opportunities
- First Step- County of Riverside Purchasing website** - Unless stated elsewhere in this document, vendors may participate in the bidding process; however, the County does encourage all bidders to register online at <https://auditorcontroller.org/general-accounting-training-videos> If awarded a contract, bidder must be registered with the County of Riverside within five days of announced award. This will avoid delays in the purchasing and payment process.
- Second Step-Public Purchase** - Public Purchase is a 3rd party web based e-Procurement service provider utilized by the County of Riverside for RFQ's and RFP's. It will take only minutes to register and it is free. For future bidding opportunities please also register online at: <https://www.publicpurchase.com/gems/register/vendor/register>. For all RFQ's Riverside County's Purchasing website will post a notification on its website, and will provide a direct link to PublicPurchase.com.
- Format** - Use the electronic format provided by PublicPurchase.com. If submitting more than one bid, separate the bid documents.
- Pricing/Delivery/Terms/Tax** - All pricing shall be quoted F.O.B. destination, (e.g., cash terms less than 20 days should be considered net) excluding applicable tax, which is a separate line item. The County reserves the right to designate method of freight. The County pays California Sales Tax and is exempt from Federal excise tax. In the event of an extension error, the unit price shall prevail.
- Other Terms and Conditions** - The terms and conditions as indicated in this document and/or attached are hereby included with full force and like effect as if set forth herein. Copies of the applicable Terms and Conditions may be obtained by visiting the Purchasing website at www.Purchasing.co.riverside.ca.us, or by contacting Riverside County Purchasing at the number shown above and requesting a copy emailed.
- Period of Firm Pricing** - Unless stated otherwise elsewhere in this document, prices shall be firm for 120 days after the closing date, and prior to an award being made.
- Specification/Changes** – Wherever the County requests a brand name, and if the County asks for an "or equal" it shall be considered as part of the specification. Therefore, when the County' requests "Or Equal", Bidder may quote another service, make or model, and shall submit the proposed "Or Equal" and attach applicable specifications and/or brochures. If no service, make or model is stipulated, Bidder is to propose product/services that meet Fit, Form or Function of the specifications delineated in this procurement. Variations in manufacturers, design, etc., may be acceptable, bidders are encouraged to offer them as alternatives; however, the County reserves the right to reject those alternatives as nonresponsive.
- Recycled Material** - Wherever possible, the County of Riverside is looking for items made from, or containing in part, recycled material. Bidders are encouraged to bid items containing recycled material as an alternative for the items specified; however, the County reserves the right to reject those alternatives as nonresponsive.
- Method of Award** - The County reserves the right to reject any or all offers, to waive any discrepancy or technicality and to split or make the award in any manner determined by the County to be most advantageous to the County. The County recognizes that prices are only one of several criteria to be used in judging an offer and the County is not legally bound to accept the lowest offer.
- Return of Bid/Closing Date/Return to** - The bidder's response shall be submitted electronically to PublicPurchase.com by 1:30 PM Pacific Time on the closing date listed above. Bid responses not received by County Purchasing by the closing date and time indicated above will not be accepted. The County will not be responsible for and will **not** accept late bids due to slow internet connection, or incomplete transmissions. If the bidder cannot upload their bid, delivery of the bid response is accepted at Purchasing and Fleet Services, 3450 14th Street Ste #420, Riverside, CA 92501, on or before 1:30 PM PT.
- Procurement Preference Programs (P3)** - The County of Riverside has implemented a Procurement Preference Programs. Where applicable, a five percent (5%) preference shall be applied to the total bid price of all quotes/bids/proposals received by the County from a Service-Disabled Veteran, Veteran, National Guard and Federal Reserve Veteran, Active Member of the U.S. Armed Forces, National Guard or Federal Reservist - Owned Businesses and for Veteran-Qualified Businesses. The preference program also provides for a 5% match for Local or Small Businesses. A five percent (5%) price preference shall be applied to the total bid price during evaluation of the bid responses. If the overall low responsible and responsive business is a non- local or small business vendor, the local or small business vendor who is within five percent (5%) of that overall low bidder may, where applicable, be offered the opportunity to match the overall low bidder's price and will receive the award. Businesses are to provide proof of designation as identified in the Board Policy B-34 (<https://rivcocob.org/sites/g/files/aldnop311/files/migrated/wp-content/uploads-2019-06-POLICY-B34.Revised.05-21-19.pdf>) and shall submit the required documentation with their bid submittal along with the appropriate affidavit. If the Bidder fails to provide the required documents, the Bidder may be disqualified from obtaining the preference. It is the sole responsibility of the Bidder to provide the required documentation. Application of preferences may be waived if funding sources disallow it. Additional information about the application of preferences can be found in Board Policy B-34 (<https://rivcocob.org/sites/g/files/aldnop311/files/migrated/wp-content/uploads-2019-06-POLICY-B34.Revised.05-21-19.pdf>). **Federal Exclusion List-** if the award is federal or State funded, the potential bidder must go to the following website (<https://www.sam.gov/portal/public/SAM>) and submit a printout with their proposal that verifies that the contractor is not listed on the Excluded Parties Listing System (EPLS) (Executive Order 12549, 7 CFR Part 3017, 45 CFR Part 76, and 44 CFR Part 17). If awarded a contract, awarded vendor must notify the County immediately if debarred at any time during the contract period.

Terms and Conditions Acknowledgement (Please Insert Vendor Company Name):

IF CHECKED, THE FOLLOWING DOCUMENTS HEREBY MADE PART OF THIS RFQ

✓ APPENDIX "A" EXHIBIT(S): A-E PLANS/DRAWINGS

✓#116-260 Local Business Affidavit ✓#116-261 Veteran, National Guard, and/or Active Duty Business Affidavit

✓#116-262 Small Business Affidavit ✓ Iran Contracting Act ✓ Compliance with Economic Sanctions in Response to Russia's Actions in Ukraine

IF CHECKED, THE FOLLOWING GENERAL CONDITIONS ARE INCLUDED WITH FULL FORCE AND LIKE EFFECT AS IF SET FORTH HEREIN

✓ #116-200 General Conditions Product/Personal/Professional Services ✓ #116-210 General Conditions Materials and/or Services

✓ #116-230 General Conditions - Equipment ✓#116-310 Boilerplate Contract

To access any of these General Conditions go to www.purchasing.co.riverside.ca.us, located in Vendor link. If an addendum is issued for this procurement, it will be the vendor's responsibility to retrieve all applicable addendum(s) from the Public Purchase website.

APPENDIX A

1.0 INFORMATION

- 1.1 "Electronic or physical bid submission hereof is certification that the Bidder has read and understands the terms and conditions hereof, and that the Bidder's principal is fully bound and committed." All County terms and conditions are found at www.purchasing.co.riverside.ca.us. **Bidders must acknowledge the applicable terms and conditions that are checked at the bottom of page two (2) and three (3) of this document and submit and upload with your bid submission.**
- 1.2 PROMPT PAYMENT DISCOUNT _____% at _____ days from receipt of good or invoice, whichever is later. (Terms less than 20 days will be considered net) Cash discount shall be applied to grand total. **Indicate prompt payment discount amount and terms.**
- 1.3 Delivery: _____ calendar days after receipt of order. **Indicate delivery lead time.**
- 1.4 Electronic Delivery of Licenses: _____ calendar days after receipt of order. Indicate delivery lead time.
- 1.5 If Bidder experiences technical issues with the online bidding process, please contact Public Purchase's Vendor Support at support@thepublicgroup.com. Please refer to Point 11 on page 2.
- 1.6 In the event of proven technical difficulties, Bidder must contact the Procurement Contract Specialist (PCS)/Buyer for further bid submission instructions a minimum of two (2) hours prior to bid close time of 1:30 PM PST, and alternative bid submissions will be accommodated.

2.0 PURPOSE/BACKGROUND

The County of Riverside Purchasing and Fleet Department, on behalf of the Department of Public Social Services (DPSS), is seeking quotations from qualified vendors to provide software licenses that support comprehensive audit management capabilities for DPSS's Internal Review Group (IRG). The proposed software solution must facilitate all core functions of an internal audit unit, including but not limited to annual audit planning, scheduling, time tracking, and the full audit lifecycle from planning through report generation, as outlined in Exhibit A – Scope of Services.

The awarded vendor will be responsible for the installation and implementation, ongoing maintenance, and technical support of the software throughout the duration of the agreement. The solution must support compliance with Generally Accepted Government Auditing Standards (GAGAS), also known as the "Yellow Book," ensuring alignment with public sector audit requirements.

The County of Riverside reserves the right to require a virtual or in-person demonstration of the proposed software prior to the selection of a vendor. The date, time, and location shall be agreed upon by both the County and the awarded bidder. The content of the demonstration shall be predefined to satisfy certain requirements set forth by the County. All participating bidders must follow the predefined agenda of the demonstration.

3.0 TIMELINE		DATES:
1. RELEASE OF REQUEST FOR QUOTATION		July 29, 2026
2. MANDATORY PRE-BID MEETING Location: Microsoft Teams meeting Join: https://teams.microsoft.com/meet/274844913477442?p=taAUEBaCsoiOQLfdM2 Meeting ID: 274 844 913 477 442 Passcode: 54QN9Un3		August 11, 2026 Time: 11:00 am/Pacific Time The Bidder's meeting will also be available by phone +1 951-465-8390,,470604947# United States, Riverside Phone conference ID: 470 604 947#
3. DEADLINE FOR SUBMISSION OF QUESTIONS Bidders must submit their questions online at PublicPurchase.com. All questions submitted are within the correct RFQ located on PublicPurchase.com.		Must be submitted by Date: August 17, 2026 Time: 1:30 PM Pacific Time Responses to questions will be posted by County at www.publicpurchase.com no later than August 26, 2026
4. DEADLINE FOR QUOTATION SUBMITTAL Bid results are posted on PublicPurchase.com		September 10, 2026 by 1:30 PM Pacific Time
5. VENDOR DEMONSTRATIONS After review of the submitted proposals, County may determine the selected Bidders to be invited to present demonstrations of their solutions.		Bidder representative(s) will be notified with, at minimum, a two (2) week lead time to prepare for requested demonstrations, this is subject to change.
6. TENTATIVE DATE FOR AWARDED CONTRACT Conditional offer of award leading to successful contract negotiation(s) may take several months. No information will be released by County during this time period.		The Bidders are responsible for checking the Purchasing website for notice of intent to award at: www.publicpurchase.com or www.Purchasing.co.riverside.ca.us

4.0 PERIOD OF PERFORMANCE

The period of performance shall be for five (5) years, commencing upon execution through June 30, 2032 with no obligation by the County of Riverside to purchase any specified amount of goods or services.

5.0 GENERAL REQUIREMENTS

Procedures for Submitting Quotations and Required Documentation:

5.1 All quotations must be submitted in accordance with the standards and specifications contained within this Request for Quote (RFQ). In the event of an extension error in pricing, the unit price will prevail.

5.2 Completed EXHIBITS A-E as applicable to the Bidder's response must be included in the quote submission packet.

5.3 Acord Form (or similar document) indicating proof of insurance coverage and limits. Insurance coverage requirements can be found at <https://rc-hr.com/files/users/user81/2023-Standard-Contract->

[Language%20edited.pdf](#) Coverage required for an agreement resulting from this solicitation are as follows:
General Provisions, Workers Compensation, General Liability and Vehicle Liability

5.4 Secretary of State registration status indicating proof of entities' legal name and ability to do business in California.

5.5 Current Business License (if applicable) – upload a copy of the Bidders current business license as applicable to the goods/services offered. If a current business license is not required, please include in a separate statement document the California statute (government code) exempting the company from obtaining a business license and the basis for such exemption.

5.6 The County reserves the right to waive, at its discretion, any irregularity, which the County deems reasonably correctable or otherwise not warranting rejection of the quotation.

5.7 The County shall not pay any costs incurred or associated in the preparation of this or any quotation or for participation in the procurement process.

5.8 Quotes must be specific unto themselves. For example, “See Enclosed Manual” will not be considered an acceptable quotation. Receipt of all addenda, if any, must be acknowledged in the quotation.

5.9 Late quotations will not be accepted. Postmarks will not be accepted in lieu of this requirement. Quotations submitted to any other County office will be rejected.

5.10 Bidders found not to be in good standing to do business in the State of California at time of bid submission will not be considered for award.

6.0 METHOD OF AWARD (Specifications)

Quotations will be evaluated based upon criteria determined to be appropriate by the County, which may include but are not necessarily limited to the following:

- a. Lowest overall purchase price
- b. Adherence to specifications as detailed in this RFQ
- c. Prompt payment discounts on 30 days or less
- d. Delivery date
- e. Product acceptability
- f. Service/Customer Support

County reserves the right of award in regard to any other factors the County determines to be appropriate.

7.0 EVALUATION PROCESS

All quotations will be given thorough review. All contacts during the review selection phase will be only through the Purchasing Department. Attempts by the Bidder to contact any other County representative may result in disqualification of the Bidder. The County recognizes that prices are only one of several criteria to be used in judging an offer, and the County is not legally bound to accept the lowest offer.

8.0 INTERPRETATION OF RFQ

The Bidder must make careful examination and understand all of the requirements, specifications, and conditions stated in the RFQ. If any Bidder planning to submit a quote finds discrepancies in or omissions from the RFQ, or is in doubt as to the meaning, a written request for interpretation or correction must be given to the County. Any changes to the RFQ will be made only by written addendum and may be posted on the Purchasing website at www.purchasing.co.riverside.ca.us and PublicPurchase.com. The County is not responsible for any other explanations or interpretations. If any provision in this agreement is held by a court of competent

jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way. All notices regarding this procurement may be posted on the County's purchasing website at www.purchasing.co.riverside.ca.us and PublicPurchase.com.

9.0 CANCELLATION OF PROCUREMENT PROCESS

The County may cancel the procurement process at any time. All quotations become the property of the County. All information submitted in the quotation becomes "public record" as defined by the State of California upon completion of the procurement process. If any proprietary information is contained in or attached to the quote, it must be clearly identified by the Bidder; otherwise, the Bidder agrees that all documents provided may be released to the public after bid award.

The County reserves the right to withdraw the Request for Quote (RFQ), to reject a specific quote for noncompliance within the RFQ provisions, or not award a bid at any time because of unforeseen circumstances or if it is determined to be in the best interest of the County.

10.0 COMPENSATION

10.1 The County shall pay the awarded bidder for equipment and services performed, after the equipment is installed and tested to the satisfaction of the County. Expenses incurred and compensation shall be paid in accordance with an invoice submitted to County by awarded bidder. The County shall pay the acceptable invoice within thirty (30) working days from the date of receipt of the invoice, or the goods/services are received, whichever is later.

10.2 No price increases will be permitted during the first year of the award. All price decreases (for example, if CONTRACTOR offers lower prices to another governmental entity) will automatically be extended to the County. The County requires written proof of cost increases prior to any approved price adjustment. After the first year of the award, a minimum of 30-days advance written notice is required for consideration and approval by County. Frequency of increase amount(s) shall not exceed more than one (1) request within each annual term of the Agreement. No retroactive price adjustments will be considered. Any price increases must be stated in a written amendment to this Agreement. The net dollar amount of profit will remain firm during the period of the Agreement. Annual increases shall not exceed the Consumer Price Index- All Items - Riverside-San Bernardino-Ontario CA and be subject to satisfactory performance review by the COUNTY and approved (if needed) for budget funding by the Board of Supervisors. Annual CPI increase will be calculated using the over-the-year percentage change most recent month/year data posted prior to the date of the annual increase written request and as provided by the U.S. Bureau of Labor Statistics.

10.3 Sample agreement and/or terms and conditions to do business with the County can be found at <https://purchasing.co.riverside.ca.us/vendors/terms> and are intended to provide a basis of the terms, conditions and requirements of the services/materials requested in this RFQ. The County reserves the right to amend or modify the final Agreement document prior to the offer of award of a contract, as necessity may dictate, and provide that final draft for negotiations and award execution.

11.0 DELIVERY

ELECTRONIC DOWNLOAD ONLY: All software licenses purchased under the agreement resulting from this RFQ will be delivered via electronic download only. No tangible media of software programming language will be available or shipped under this agreement at any time. Access to the products purchased under this agreement is in no way dependent upon any tangible media that may have been received prior to, or separately from this agreement.

12.0 WARRANTY

Bidder shall provide a warranty that includes all software products and labor. Awarded Bidder shall handle all repairs/services of software and hardware equipment(s) under warranty, manufacture warranty or Awarded Bidder's Company warranty. Awarded Bidder shall assume all responsibilities pertaining to shipping and handling of applicable equipment of software products that has to be sent back to the manufacture for repairs/technical support services. In the event the equipment or software products are beyond repair, a replacement of a brand new equipment or software products of the same model or equivalent shall be provided by Awarded Bidder.

13.0 USE BY OTHER POLITICAL ENTITIES

The CONTRACTOR agrees to extend the same pricing, terms, and conditions as stated in an Agreement resulting from this solicitation to every political entity, special district, and related non-profit entity in Riverside County and to every political entity located in California. It is understood that other entities shall make purchases in their own name, make direct payment, and be liable directly to the awarded Bidder; and County shall in no way be responsible to awarded Bidder for other entities' purchases.

14.0 CONFIDENTIALITY AND PROPRIETARY DATA

Subsequent to the County's evaluation, bids/proposals which were required to be submitted in response to the solicitation process become the exclusive property of the County. All such documents become a matter of public record and shall be regarded as public records. Exceptions will be those elements in the California Government Code section 7920 et. seq. (Public Records Act) and which are marked "trade secret," "confidential," or "proprietary" as provided by law. The County shall not in any way be liable or responsible for the disclosure of any such records, including, without limitation, those so marked, if disclosure is required by law, or by an order issued by a court of competent jurisdiction. In the event the County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal/quote/qualification marked "trade secret", "confidential", or "proprietary" the Bidder agrees to defend and indemnify the County from all costs and expenses, including reasonable attorney's fees, in action or liability arising under the Public Records Act. Where applicable, Federal regulations may take precedence over this language. If a Bidder's proposal is accepted and an agreement is made with the County, then the awarded Contractor will be required to sign the most current HIPAA Business Associate Addendum (If applicable). If the County revises the HIPAA Associate Addendum, the Contractor shall sign a new agreement as it becomes available and adhere to the new requirements.

EXHIBIT "A"
SCOPE OF SERVICES

Objective: The intent of this RFQ is to attain a software solution to assist the Independent Review Group (IRG) with a comprehensive Audit Management System (AMS) that meets the functional, operational, and compliance needs of the County. The software shall provide the capabilities to document audit results, managerial review, reports, time expenses, and to maintain in a single database. The system shall also provide documentation, document backups, an audit trail for the management review which easily allows IRG to comply with yellow book audit requirements.

Bidders shall provide a comprehensive Audit Management System capable of:

1. FUNCTIONAL REQUIREMENTS

- a. Support a full audit management lifecycle in alignment with Generally Accepted Government Auditing Standards (GAGAS), also known as the Yellow Book.
- b. Provide full Audit Management functionality, including end-to-end workflow integration from Risk Assessment through Scheduling and execution of individual audits.
- c. Include functionality for Audit Management, covering planning, execution, documentation, and reporting.
- d. Manage vendors/auditees and all related audits, including future, active, and completed engagements.
- e. Support performance of multiple annual Risk Assessments tailored by subject area.
- f. Manage audit scheduling for staff based on available work hours.
- g. Link core audit functions together, ensuring a seamless workflow (e.g., Risk Assessment → Scheduling → Audit Execution).
- h. Software Support of Annual Planning and development of the audit plan.
- i. Provide Risk & Control Management functionality to document, assess, and link risks and controls to audits and findings.
- j. Tools to house individual audits and all associated correspondence (documents, attachments, workpapers, etc.).
- k. Functionality to generate audit plans based on information input into the system.
- l. Workpaper modules that allow documentation of procedures performed, conclusions reached, and findings identified.
- m. Support audit work documentation including tests, evidence, procedures, and conclusions.
- n. Provide a structured workpaper review process enabling leads or managers to review, approve, and lock workpapers completed by staff.
- o. Include a searchable finding library of prior findings to support reference and consistency across audits.
- p. Provide tracking capabilities to monitor finding status, corrective action progress, and closure.
- q. Track daily hours recorded by auditors for each engagement.
- r. Provide managerial review capabilities for time entries.
- s. Support time & expenses recording for audit tasks, travel, and other billable/non-billable categories.

- t. Include a reference library that stores policies, regulations, guidance, methodologies, and other reusable audit resources.
- u. Provide Questionnaire Tracking functionality, allowing issuance, completion, collection, and monitoring of audit-related questionnaires and surveys.
- v. A repository for general audit-related documents.
- w. Ability to create an Audit Universe and develop an annual operational plan based on risk assessments or other criteria.
- x. Ability to create severity ratings and assign them to findings.
- y. Include spell check functionality available within the system, including support for recommended word corrections in audit documentation and reports.
- z. Allow full customization of templates, with initial configuration performed by the Contractor.
- aa. Allow the County to update templates without assistance from the County or Contractor's Information Technology Unit.
- bb. Maintain vendor-configured customization with the ability for the County to make future modifications without technical support.

In this area, Bidder must describe in detail how their organization will meet each of the Functional Requirements above.

BIDDER'S RESPONSE:

2. SERVICE DELIVERY REQUIREMENTS

- a. Deliverable to the County via electronic download.
- b. Provide all subsequent updates, upgrades, and patches through electronic delivery.
- c. Provide technical assistance Monday through Friday, 7:00 a.m. to 6:00 p.m. PST (excluding County observed holidays).
- d. Assist with the creation and updates of audit report templates.
- e. Provide electronic downloads for software and all updates.
- f. Deliver at least five (5) business days' advance notice for any scheduled downtime related to network, hardware, or service maintenance or upgrades.

In this area, Bidder must describe in detail how their organization will meet each of the Service Delivery Requirements above.

BIDDER'S RESPONSE:

3. DATA REQUIREMENTS

- a. The County retains full ownership and access of all data stored in the data warehouse.
- b. Ability for the County to export data from the system at any time in a standard, non-proprietary format.
- c. Secure data removal and verification upon contract termination.

In this area, Bidder must describe in detail how their organization will meet each of the Data Requirements above.

BIDDER'S RESPONSE:

4. REPORTING AND COMPLIANCE REQUIREMENTS

- a. Support configurable standard audit templates and automatically populate based on audit type.
- b. Enable creation and generation of templated audit reports to pull relevant information (e.g., findings) directly from audit test work.
- c. Include a Template Designer to create, modify, and manage templates for audit programs, reports, and workpapers.
- d. Automatically apply predefined templates based on the audit type selected when initiating an audit.
- e. Include templates for audit plans and detailed procedures/audit programs.
- f. Allow exporting hours into various reporting formats.
- g. Provide aggregation of hours based on time reporting codes.

In this area, Bidder must describe in detail how their organization will meet each of the Reporting and Compliance Requirements above.

BIDDER'S RESPONSE:

5. TRAINING REQUIREMENTS

- a. The Contractor is expected to provide training on the software application upon execution of the resulting contract and as requested by Department.
- b. The vendor will provide a training class(es) for up to 20 staff at a County of Riverside location or online including distribution of training manual that mirrors the current version of the application. The duration of the class will be at the recommendation of the vendor.
- c. The vendor will maintain and manage the mechanisms to deliver training to Riverside County staff; ensuring that all training materials and media are maintained and updated to reflect the current versions of the application in the production environment.
- d. The Contractor will provide a digital manual for software operations to the Department within the system as a system guide per Department request. The Contractor will notify the Department of any corrections and/or upgrades to the software application and a provide a digital manual.

In this area, Bidder must describe in detail how their organization will meet each of the Training Requirements above.

BIDDER'S RESPONSE:

6. COMPANY QUALIFICATIONS AND EXPERIENCE

Please describe all relevant background and experience with Audit Management Systems as described in Exhibit A.

In this area, Bidder must describe all relevant experience with software licenses for Audit Management Systems as described in Exhibit A Scope of Services

BIDDER'S RESPONSE:

EXHIBIT B **COST QUOTE FOR SOFTWARE**

Refer to Line Item(s) description on Public Purchase and upload cost and bidder quote on company letterhead at, www.publicpurchase.com

In this section, please complete and include the Cost Proposal Sheet and Budget Narrative. **The cost quote shall include users accounts for 20 staff, software, installation, and successful testing (on first year only). COUNTY will only pay for maintenance and user-licenses for years 2 through 5 of the agreement. Maintenance shall include any upgrades, technical assistance, and user exchange.** Quotes must fully describe all costs to charges to County as part of this service/project. The Cost Proposal, bidders must provide fully inclusive blended rates, which are inclusive all of the bidder's project-related or supported expenses, including travel expenses. Expenses not included in the Line-Item Budget will not be reimbursed.

B.1 LINE-ITEM BUDGET COST

ITEM NO.	DESCRIPTION	QTY	UNIT
Year 1			
1.	Software Subscription	20	each
1a	Installation and Complete Testing	20	each
1c	Maintenance and Support	20	each
1d	Training	20	each
1e	Data Hosting Services	1	each
	Total for year 1:		
Year 2			
2.	Software Subscription	20	each
2a	Maintenance and Support	20	each
	Total for year 2:		
Year 3			
3.	Software Subscription	20	each
3a	Maintenance and Support	20	each
	Total for year 3:		
Year 4			
4.	Software Subscription	20	each
4a	Maintenance and Support	20	each
	Total for year 4:		
Year 5			
5.	Software Subscription	20	each
5a	Maintenance and Support	20	each
	Total for year 5:		

* **Professional Services:** Bidder **must** include their rate sheet for various professional services noted by service level/classification and hourly rate. Document should be in Word or pdf. format and can be uploaded to the Public Purchase website, www.publicpurchase.com

* **End User License Agreement & Service Level Agreement (EULA & SLA):** Bidder **shall** include their preferred agreement in Word or pdf. format and can be uploaded to the Public Purchase website, www.publicpurchase.com

B-2 BUDGET NARRATIVE

In the space below please detail the budget narrative.

BIDDER'S RESPONSE:

CERTIFICATIONS

I, _____, a duly authorized agent of _____,
Printed Name of Agent/Officer Name of Organization

hereby certify that _____ by submission of this proposal in response to the
Name of Organization

Professional Services RFQ, agree upon contract award to carry out the requirements specified and obligations
set forth therein.

Signature _____ Date _____

Title of Agent/Officer

Exhibit C

Veteran, Active Duty and/or National Guard Business Affidavit

The County of Riverside Veteran, National Guard, and/or Active Duty Business Preferences may be applied to this Request for Proposal/Quotation. If you qualify for any of these preferences, please submit this form along with your response to this RFP/Q.

Definitions of Veteran, National Guard, and/or Active Duty Businesses

Please check the category you are applying for:

☐ **A Service-Disabled Veteran-Owned Business (SDVOB) shall mean a business concern, consultant or contractor that is at least 51 percent directly and unconditionally owned and controlled by a combination of one or more service-disabled veteran(s).** A service-disabled veteran is a person who served on active duty with the Army, Air Force, Navy, Marine Corps, or Coast Guard, Federal Reservists, or National Guard and who possesses either a disability rating letter issued by VA establishing a service-connected rating between 0 and 100 percent, or a disability determination from the Department of Defense.

☐ **A Veteran-Owned Business (VOB) shall mean a business concern, consultant or contractor that is at least 51 percent directly and unconditionally owned and controlled by a combination of one or more veteran(s).** A veteran is a person who served on active duty with the Army, Air Force, Navy, Marine Corps, or Coast Guard for any length of time and who was discharged or released under conditions other than dishonorable. Federal Reservists or members of the National Guard called to federal active duty, as well as Federal Reservists or National Guard members who have completed twenty (20) years of service and are eligible to receive Reserve component retirement, also qualify as veterans.

☐ **A National Guard and Federal Reserve Veteran-Owned Business shall mean a business concern, consultant or contractor is at least 51 percent directly and unconditionally owned and controlled by a combination of one or more National Guard or Federal Reservist veteran(s).** Federal Reservists or National Guard veteran is a member who served honorably in the Reserves or National Guard but has no active duty time other than for training purposes only.

☐ **An Active members of the U.S. Armed Forces, National Guard or Federal Reservist-Owned Business shall mean a business concern, consultant or contractor that is at least 51 percent directly and unconditionally owned and controlled by a combination of one or more active members of the U.S. Armed Forces, National Guard or Federal Reservist(s).** An active member is a person who is a current member of the U.S. Armed Forces serving on active duty or who is a current member of the National Guard or Federal Reserve forces serving on Title 10 or Title 32 active duty or current members of the National Guard and Reserve forces.

☐ **A Veteran-Qualified Business (VQB) shall mean a business concern, consultant or contractor that maintains a workforce in which no less than 10% of its total are veteran employees.** A veteran is a person who served on active duty with the Army, Air Force, Navy, Marine Corps, or Coast Guard for any length of time and who was discharged or released under conditions other than dishonorable. Federal Reservists or members of the National Guard called to federal active duty or disabled from a disease or injury incurred or aggravated in the line of duty or while in training status, as well as Federal Reservists or National Guard members who have completed twenty (20) years of service and are eligible to receive Reserve component retirement, also qualify as veterans.

The supporting documentation to be provided along with this form and your response to this RFP/Q includes:

SDVOB, VOB, VQB Business

1. A valid DD Form 214 (long form) or NGB Form 22 along with a VA disability rating letter for each veteran owner(s) to establish confirmation of military service and discharge status. National Guard members and Federal Reservists with twenty (20) years or more service shall provide a copy of retirement orders or Military identification card showing retired status from the reserves

National Guard and Federal Reserve Veteran-Owned Business

1. A valid NGB Form 22 for each National Guard veteran owner(s) to establish confirmation of service. A valid DD Form 214 (long form) and an honorable discharge certificate for each Federal Reservist veteran owner(s) to establish confirmation of service.

Active members of the U.S. Armed Forces, National Guard or Federal Reservist-Owned Business

1. Proof of service orders or military ID card showing active Reserve, National Guard or Active Duty status in the U.S. Armed Forces.

Business Name: _____

Physical Address: _____

Phone: _____ FAX: _____ E-Mail: _____

Names of Veteran or Active Duty Owner(s) and their ownership percentage (if applicable): _____

Total Number of Company Employees (if applicable): _____ Total Number of Veteran Employees: _____

DUNS # (where applicable): _____

Hours of Operation: _____

Signature of Company Official

Date

Submittal of false data will result in disqualification of Veteran Preference and/or doing business with Riverside County. Additional information about the application of these preferences can be found in Board Policy B-34 (<https://www.rivcocob.org/wp-content/uploads/2019/06/POLICY-B34.Revised.05-21-19.pdf>).

Exhibit D

IRAN CONTRACTING ACT
(Public Contract Code sections 2202-2208)

Prior to bidding on, submitting a proposal or executing a contract or renewal for a State of California contract for goods or services of \$1,000,000 or more, a vendor must either: a) certify it is **not** on the current list of persons engaged in investment activities in Iran created by the California Department of General Services ("DGS") pursuant to Public Contract Code section 2203(b) and is not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS; or b) demonstrate it has been exempted from the certification requirement for that solicitation or contract pursuant to Public Contract Code section 2203(c) or (d).

To comply with this requirement, please insert your vendor or financial institution name and Federal ID Number (if available) and complete **one** of the options below. Please note: California law establishes penalties for providing false certifications, including civil penalties equal to the greater of \$250,000 or twice the amount of the contract for which the false certification was made; contract termination; and three-year ineligibility to bid on contracts. (Public Contract Code section 2205.)

OPTION #1 - CERTIFICATION

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

<i>Vendor Name/Financial Institution (Printed)</i>		<i>Federal ID Number (or n/a)</i>
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i>		
<i>Date Executed</i>	<i>Executed in</i>	

OPTION #2 – EXEMPTION

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

If you have obtained an exemption from the certification requirement under the Iran Contracting Act, please fill out the information below, and attach documentation demonstrating the exemption approval.

<i>Vendor Name/Financial Institution (Printed)</i>		<i>Federal ID Number (or n/a)</i>
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i>		<i>Date Executed</i>

Exhibit E

**COMPLIANCE WITH ECONOMIC SANCTIONS IN RESPONSE TO RUSSIA'S ACTIONS IN UKRAINE
(Bidders)**

Prior to bidding on, submitting a proposal, or executing a contract, a contractor must certify: 1) it is not a target of economic sanctions and 2) in compliance with economic sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any requirements related to the Russian sanctions imposed by the California Governor's Executive Order N-6-22 issued on March 4, 2022 and under state law, if any.

To comply with this requirement, please insert the contractor name and Federal ID Number (if available), complete the information described below and execute by an authorized representative of the contractor.

CERTIFICATION

I, the authorized representative for contractor named below, certify I am duly authorized to execute this certification on behalf of the contractor below, and the contractor identified below has conducted a good faith review of existing contracts. I attest that the contractor is not a target of economic sanctions, and that contractor is in compliance with the economic sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any requirements related to the Russian sanctions imposed by the California Governor's Executive Order N-6-22 issued on March 4, 2022 and under state law, if any.

<i>Contractor Name (Printed)</i>		<i>Federal ID Number (or n/a)</i>
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i>		
<i>Date</i>		