



INVITATION FOR BID
IFB #: 26-0102
FOR:

TRANSLATION AND INTERPRETATION SERVICES

You are invited to review and respond to this Invitation for Bid (IFB) Number 26-0102, entitled Translation and Interpretation Services. To submit your bid for these services, you must comply with the instructions contained in this document. By submitting a bid, your firm agrees to the terms and conditions stated in this IFB.

Note that all agreements entered into by the State of California will include by reference the General Terms and Conditions (GTC 02/2025) and the Contractor Certification Clauses (CCC 04/2017) that may be viewed and downloaded at Internet site <https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language>.

Please read the attached document carefully. If you have questions or should you need any clarifying information, the designated contact person for this IFB is listed below. Responses to this IFB are due **Friday, September 11, 2026 at 4:00 p.m.** Responses to this IFB must be emailed to:

Department Contact:

Pattye Baker
Department of Alcoholic Beverage Control
Invitation for Bid # 26-0102
3927 Lennane Drive, Suite 100
Sacramento, CA 95834
Email: pattye.baker@abc.ca.gov

Please note that no verbal information given will be binding upon the State unless such information is issued in writing as an official addendum.

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BIDDER REQUIREMENTS AND INFORMATION**1. Purpose and Description of Services**

ABC administers the provisions of the Alcoholic Beverage Control Act, which governs thousands of licensed businesses throughout the state. ABC is vested with exclusive power to license and regulate persons and businesses engaged in the manufacture, importation, distribution, and sale of alcoholic beverages in California. ABC's primary business functions are licensing and compliance.

1. **Licensing:** Licensing activities involve accepting, reviewing, and investigating applications for new licenses and the transfer of existing licenses. ABC investigators and licensing representatives review complex license applications and conduct thorough investigations of applicants, the applicant's source of funds, renewals, and the suitability of the proposed location.
2. **Compliance:** Compliance activities include educational initiatives, investigating licensed premises, making arrests, disciplining licensees for violations of the Business and Professions Code or other penal statutes that occur on or about licensed premises.

ABC is seeking a contractor to provide high-quality, timely translation and interpretation services to support enforcement, licensing, educational efforts, public information, legal, and other operational needs. This includes serving multicultural audiences in California, particularly in languages such as Spanish (Mexican Spanish preferred, other Latin American Spanish, such as from variants originating in Central America, is sufficient), Chinese (written: Traditional Chinese and Simplified Chinese; verbal: Mandarin and Cantonese), Korean, Vietnamese, Tagalog, and potentially others as required, such as Punjabi, Hindi, Arabic, Persian, Farsi, Pashto, Kurdish, Armenian, Russian, Japanese, French, Portuguese, Mixtec, Triqui, etc.

"High-quality" refers to the following:

- Translations will be conducted by a team of human translators, with at least one person on the team being a native speaker of the language being translated for Spanish, Chinese, Korean, Vietnamese, and Tagalog
- Turn-around time will be no longer than a week for translation of filled-in licensing application information
- If artificial intelligence (AI) is used in the translation process, a qualified human reviewer verifies that the translation is accurate and preserves the original meaning and intent
- The meaning of the original text in the translated material will remain the same as much as possible
- Services, especially large translation projects (more than 5 full pages), will be assigned a project manager with a point of contact

- Translations will be culturally relevant/accurate and no more than an 8th grade level when possible
- Translators that have expertise in legal language and Americans with Disabilities Act (ADA) remediation

The scope includes the following categories of services:

- **Written Translation**
 - Documents (policies, notices, reports, letters, forms, industry advisories, exams, Frequently Asked Questions (FAQs), etc.)
 - Filled-in information on documents (licensing application materials filled in by the public)
 - Marketing and outreach materials (flyers, brochures, pamphlets, Public Service Announcement (PSA) scripts)
 - Website and digital content (online portals, webpages, emails, auto-generated notifications, social media posts, press releases, flyers)
- **Verbal/Spoken Interpretation (remote interpretation via live video)**
 - Scheduled sessions – pre-arranged interpretation sessions set for a specific date and time. Services will be provided through an online video platform such as ZOOM, Microsoft Teams, or a similar platform.
 - On-demand sessions – spontaneous interpretation services that can be accesses as needed. Services will be provided through an online video platform such as ZOOM, Microsoft Teams, or a similar platform.
- **Audio Translation**
 - Voice-over translation (e.g., for PSAs, training videos, voiceovers)
 - Audio transcription and translation
 - Captioning and subtitling (live and recorded)
- **Visual Translation**
 - Signage
 - Infographics
 - Video translation – Translating the language elements contained within a video so the content is accessible to speaker of other languages. This may include translating spoken dialogue through subtitles/captions, translating on-screen text or graphics, and/or providing translated voice-over audio. The goal is to ensure that the meaning and intent of the original video content are preserved while making it understandable to multilingual audiences.
 - Closed captions and on-screen text translation

Specific examples of needs include:

- Translation of licensing forms (around 50) requiring subject-matter expertise in legal language and ADA remediation
- Translation of filled-in information on licensing forms by the public, requiring a quick turn-around process to prevent delays in licensing procedures

- Translation of Target Responsibility for Alcohol Connected Emergencies (TRACE) and Office of Traffic Safety (OTS) grant-related Public Service Announcements (PSAs), including existing and annual new PSAs (1-2 minutes each, at least 4 initial and 1 annual)
- Translation of online Licensee Education on Alcohol and Drugs (LEAD) program training materials (approximately 10 modules, ~3 hours total content, including voiceovers, assessments, multiple-choice questions/responses) (for more information, register for a LEAD account to view training modules)
- Translation, typesetting, proofreading, and ADA remediation for Responsible Beverage Service (RBS) Training Program materials, including training provider content review for equivalence to English versions, publications (pamphlets, brochures, flyers, forms), online content, exams, and other ABC materials (for examples, view ABC's RBS Server Registration video)
- Translation of industry advisories (average 6 per year, typically ≤500 words, occasionally up to 1000 words with FAQs; requiring subject-matter expertise in legal language)
- Occasional documents from Public Affairs Office (PAO), such as notices and public office signs
- Potential IT-related support for duplicating/embedding translations in online LEAD educational modules/assessments or similar platforms
- Translation of the ABC Act (711 pages) requiring subject-matter expertise in legal language and ADA remediation

Ongoing needs include occasional updates to materials post-initial translation, with potential addition of languages.

Contractors may use Artificial Intelligence (AI) or machine translation for translation or interpretation services. If AI or machine translation is used for translation, a human reviewer must verify that the translated documents are accurate and preserve the original meaning and intent.

Contractor can review and certify equivalence of translated content to English originals (e.g., RBS and LEAD training provider materials).

Additionally, details of the contract are as follows:

- A. The term of the resulting agreement will be for 36 months
- B. The contract is expected to commence November 1, 2026; however, the beginning date may change if ABC cannot execute the contract in a timely manner due to unforeseen delays.

- C. ABC reserves the right to extend the term of the contract as necessary to complete or continue the services. Contract extensions are subject to satisfactory performance, funding availability, and possibly approval from the Department of General Services.
- D. The resulting contract will be of no force or effect until it is signed by both parties and approved by the Department of General Services, if required. Contractor is hereby advised not to commence performance until all approvals have been obtained. Should performance commence before all approvals are obtained, said services may be considered to have been voluntary if all approvals cannot be obtained.
- E. The budget for this project is \$400,000.00 over a 36-month term. A specific payment amount or volume of work is not guaranteed under this IFB.

2. Bidder Minimum Qualifications

Failure to meet the following requirements by the offer due date may be grounds for ABC to deem a bidder non-responsive. In submitting a bid, contractor must certify that it possesses the following required qualifications:

- Contractor must be able to translate the following into the languages listed below: (1) legal documents, such as licensing applications, PSAs, online programming, etc., with ADA compliance; and (2) from filled-in information from the public on applications and forms into English (within the designated timeframe).
 - Spanish (Mexican Spanish preferred, other Latin American Spanish, such as from variants originating in Central America, is sufficient)
 - Chinese (written: Traditional Chinese and Simplified Chinese; verbal: Mandarin and Cantonese)
 - Korean
 - Vietnamese
 - Tagalog
 - Punjabi
- Contractor has the ability to support additional languages with human translators as needed, including but not limited to Punjabi, Hindi, Arabic, Persian/Farsi, Pashto, Kurdish, Armenian, Russian, Japanese, French, Portuguese, Mixtec, Triqui, and others.
- Contractors are expected to have access to the software for formatting captioning files containing text, timestamps, and formatting for video accessibility (such as .srt or .vtt)
- Contractors are expected to have access to microphones for audio recordings in quiet spaces. More sophisticated recording technology and studio space are not required.
- Contractor and assigned translators/interpreters have a minimum of 3–5 years of professional experience, including government or public sector work.

- Contractor operates in accordance with American Society for Testing Material (ASTM) International Standard F2575 (Standard Practice for Language Translation) or an equivalent recognized quality standard.
- Contractor has proven experience serving multicultural audiences in California, including culturally appropriate and California-specific dialects.
- Contractor has proven experience with legal and regulatory subject matter, including alcohol licensing, enforcement, public safety, or comparable regulated programs.
- Contractor must be able to assign a dedicated project manager as a single point of contact for large projects (more than five full pages) and complex, multi-format work.
- Contractor must provide a documented quality assurance process, including editing, proofreading, peer review, and validation to ensure meaning remains consistent with the original English text.
- Contractors must have technical resources with ADA remediation/accessibility expertise.

3. Key Action Dates

Time Schedule

- A. Below is the time schedule for this procurement. Contractors are advised of the key dates and times shown below and are expected to adhere to them.
- B. Exception: All dates after the final bid submission deadline are approximate and may be adjusted as conditions indicate, without addendum to this IFB.

Event	Date and time, if applicable
Release of IFB	August 13, 2026
Final date for written question submittal	August 26, 2026 4:00 p.m.
Responses to questions released	September 2, 2026 4:00 p.m.
Final date for bid submission	September 11, 2026 4:00 p.m.
Bid opening: Administrative Assessment and Cost Assessment only*	September 14, 2026 1:30 p.m.
Notice of Intent to Award (anticipated)	September 21, 2026
Proposed Award Date	September 28, 2026

Proposed Start Date	November 1, 2026, or upon State approval of the contract, whichever is later
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*Link to virtual bid opening will be provided to participating bidders upon request. Please note, final results and contract award pending Reference Verification Assessment and verification of qualifications and requirements.

4. Written Questions

Submit all written questions via email to the contact person indicated on the cover page of this IFB package no later than the date and time specified in the Key Action Dates. Written responses to IFB questions will be released by the date and time specified in the Key Action Dates.

5. Submission of Bid

- A. Bids must be submitted via email only, no later than the date and time specified in the Key Action Dates.
- B. Bids must be received by ABC no later than the date and time specified in the Key Action Dates. Any bid received after the specified due date and time will not be considered for award.
- C. Bids shall include all required bid documents identified in the Required Bid Documents Checklist. Bids not including the required attachment(s) shall be deemed non-responsive. A non-responsive bid is one that does not meet the basic bid requirements. Assemble all items in order.
- D. All documents requiring a signature must bear an original signature or a verified digital signature of a person authorized to bind the bidding firm as part of the emailed submission. Scanned original signatures will be accepted.
- E. Any attempt to modify the bid document to deviate the work specifications shall not be considered and shall cause a bid to be rejected.
- F. Bidder must complete and submit Attachment 2, Cost Worksheet.
- G. Bidders are not required to bid on all service categories but will be more competitive if they are capable of performing all services. At a minimum, bidders must be able to translate legal documents, such as licensing applications, PSAs, online programming, etc., with ADA compliance, into Spanish (Mexican Spanish preferred, other Latin American Spanish, such as from variants originating in Central America, is sufficient), Chinese (written: Traditional Chinese and Simplified Chinese; verbal: Mandarin and Cantonese), Korean, Vietnamese, Tagalog, and Punjabi. Vendors must be able to translate filled-in information from the public on applications and forms into English (within the designated time-frame) from Spanish (Mexican Spanish preferred, other Latin American Spanish, such as from variants originating in Central America, is sufficient), Chinese (written: Traditional Chinese and Simplified Chinese; verbal: Mandarin and Cantonese), Korean, Vietnamese, Tagalog, and Punjabi.

- H. Costs incurred for developing bids and in anticipation of award of the agreement are entirely the responsibility of the bidder and shall not be charged to ABC.
- I. An individual who is authorized to bind the bidding firm contractually shall sign Attachment 5, Bid/Bidder Certification Sheet. The signature must indicate the title or position that the individual holds in the firm. An unsigned bid may be rejected.
- J. A bidder may modify a bid after its submission by withdrawing its original bid and resubmitting a new bid prior to the bid submission deadline. Bidder modifications offered in any other manner, oral or written, will not be considered.
- K. A bidder may withdraw its bid by submitting a written withdrawal request to ABC, signed by the bidder or an authorized agent. A bidder may thereafter submit a new bid prior to the bid submission deadline. Bids may not be withdrawn without cause subsequent to bid submission deadline.
- L. ABC may modify the IFB prior to the date fixed for submission of bids by the issuance of an addendum to all parties who received a bid package.
- M. ABC reserves the right to reject all bids. ABC is not required to award an agreement.
- N. Before submitting a response to this solicitation, bidders should review, correct all errors and confirm compliance with the IFB requirements.
- O. Bidders are cautioned not to rely on ABC during its evaluation process to discover and report to the bidder any defects and/or errors in the submitted documents. Before submitting their documents, bidders should carefully proofread them for errors and full adherence to the IFB requirements.

6. Disposition of Bids

Upon bid opening, all documents submitted in response to this IFB will become the property of the State of California and will be regarded as public records under the California Public Records Act (Government Code Section 7920 et seq.) and subject to review by the public.

7. Evaluation and Selection

- A. Each bid will be checked for the presence or absence of required information in conformance with the submission requirements of this IFB. Positive verification of required documents will be performed to determine its responsiveness to ABC's needs.
- B. ABC shall put each bid through a process of evaluation to determine its responsiveness to ABC's needs.
- C. A bid may be rejected if it is conditional or incomplete. ABC may reject any or all bids and may waive any immaterial deviation in a bid. ABC's waiver of immaterial defect shall

in no way modify the IFB document or excuse the bidder from full compliance with all requirements if awarded the contract.

- D. A bid may be rejected if it contains any alterations of form or other irregularities of any kind. ABC does not accept alternate contract language from prospective contractors. Bids with such language shall be considered a counter proposal and shall be rejected. The State's General Terms and Conditions (GTC) are not negotiable. The GTC may be viewed on the internet at: <https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language>
- E. Award will be made utilizing the following assessment criteria:
- 1) Administrative Assessment
Administrative requirements will be scored as Pass/Fail. A "Pass" will be given if the submission includes all documents returned as requested, complete, and complies with all requirements. A "Fail" will be given if any documentation is missing, incomplete, or does not comply with requirements. If a bidder receives a "Fail" for any of these components, the response will be rejected.
 - 2) Cost Assessment
Bidders will complete Attachment 2, Cost Worksheet. Costs will be assessed and weighted based on the provided rates for each item.
 - 3) Reference Verification Assessment
Bidders will provide three references for services performed within the last five (5) years, which are similar to the scope of work to be performed in this contract in Attachment 7, Bidder References. The three references will be contacted and verified as part of the evaluation process to confirm capability and performance.
- F. Final Score Calculation
Each bidder's final score will be the total of their Cost Assessment score combined with their Reference Verification score. The Administrative Assessment will also be considered to determine the eligibility of the bidder for award.

8. Notice of Intent to Award Contract

- A. Notice of the proposed award shall be posted in the lobby of the ABC headquarters located at 3927 Lennane Drive, Sacramento, CA 95384, on ABC's public website at an address to be provided to all bidders at least five (5) working days prior to awarding the contract, and on the Cal e-Procure website.
- B. In the event of a tie, a representative for ABC will flip a coin to determine the winning bidder. The coin flip will be witnessed and documented by two or more ABC employees.

9. Protest

- A. If any bidder, prior to the award of agreement, files a written protest with ABC and the Department of General Services (DGS) on the grounds that the protesting bidder is the lowest responsive responsible bidder, the contract shall not be awarded until either the protest has been withdrawn or DGS has decided the matter.
- B. Within five (5) calendar days after filing the initial protest, the protesting bidder shall file a full and complete written statement with ABC and DGS, specifying the grounds for protest, including: the IFB number, the name of the State agency involved and the agency contract person.
- C. A written protest must be sent by regular mail, fax, courier or personal delivery to both of the following:

Department of General Services
Office of Legal Services
Attn: Protest Coordinator
707 3rd Street, 7th floor
West Sacramento, CA 95605

Alcoholic Beverage Control
Business Management Branch
Attn: Pattye Baker
3927 Lennane Drive, Suite 100
Sacramento, CA 95834

10. Standard Conditions of Service

- A. Following the release of the written notice of contract award, ABC shall send the awarded contractor a prepared contract for signature through a document management system that includes instructions for the awarded contractor on how to proceed. The instructions may request that additional information and/or required documents be provided by the awarded contractor before the contract can be fully executed.
- B. Performance of this contract shall start after all approvals have been obtained and the contract is fully executed. The contract is considered fully executed upon approval by ABC and DGS, if applicable. Should the contractor fail to commence work at the agreed upon time, the awarding agency, upon five (5) calendar days written notice to the contractor, reserves the right to terminate the contract. In addition, the contractor shall be liable to the ABC for the difference between contractor's proposed price and the actual cost of acquiring services from another contractor.
- C. All performance under the contract shall be completed on or before the termination date of the contract.
- D. No oral understanding or agreement shall be binding on either party.
- E. Any subcontractor(s) are solely the responsibility of the contractor and ABC has no contractual relationship or obligation to the subcontractor(s).
- F. The State requires that all third parties who will/may have access to personal, confidential, or sensitive information to complete security and privacy training and

annually thereafter. ABC does not provide Security and Privacy Awareness training to contractors. Therefore, the contractor and any subcontractor(s) may take Security Awareness and Privacy Awareness Training from any reputable vendor. The training must include fundamental security and privacy awareness topics, such as how to identify and protect personally identifiable information (PII). The contractor must provide a certificate of completion, upon request.

11. Preference Programs

A. The following preferences are applicable to this IFB.

- 1) Small Business (SB) or Microbusiness (MB) preference.
 - a) GC section 14835 et seq. requires that a five percent (5%) preference be given to contractors who qualify as a certified SB or MB. References to a SB shall also include MB. The rules and regulations of this law, including the definitions of a SB for the delivery of services, are contained in Title 2, California Code of Regulations (2 CCR) 1896 et seq.
 - b) To claim the SB preference, your firm must have its principal place of business located in California and be certified by the California Department of General Services (DGS), Office of Small Business and DVBE Services (OSDS). The preference amount may not exceed fifty thousand dollars (\$50,000) for any bid. If prospective contractor is claiming the five percent (5%) SB preference, complete section 14 on Attachment 5, Bid/Bidder Certification Sheet.
 - c) SB preferences may not be applied to any bid deemed non-responsive with solicitation instructions or from a non-responsible bidder.
 - d) Certified SB bidder(s) shall have precedence over Non-small business (NSB) bidders in the application of SB preference(s).
- 2) Disabled Veterans Business Enterprise (DVBE) Participation Program
 - a) The DVBE Participation Program for state contracts is established in Public Contract Code, § 10115 et seq., Military and Veterans Code (MVC), § 999 et seq., and California Code of Regulations, Title 2, § 1896.60 et seq. Military and Veterans code Section 999.2 establishes a contract participation goal of at least three percent (3%) for Disabled Veteran Business Enterprise (DVBE). This goal applies to a state agency's overall contracting program. For the purpose of this solicitation the DVBE program requirements are waived, however, please indicate if you will subcontract with a certified DVBE firm.
 - b) A DVBE Incentive will be granted to Bidders achieving DVBE Participation of one percent (1%) or more of their bid total, in accordance with Military and Veterans Code, § 999.5(a) and (d), and California Code of Regulations §1896.98 et seq.

- c) The DVBE Incentive will be applied during the bid evaluation process and will only be applied to responsive bids. Any Small Business Preference will be calculated prior to the DVBE Incentive calculation.
 - d) Each Bidder's DVBE Incentive percentage will be computed and subtracted from the lowest responsive bid amount. Calculations to determine adjusted bid price are for consideration only and the contract will be awarded for the bidder's actual bid amount.
 - e) Bidders who have been certified by California as a DVBE should submit a completed form(s) STD. 843 (Disabled Veteran Business Enterprise Declaration). All disabled veteran owners and disabled veteran managers of the DVBE(s) must sign the form(s). Should the form not be included with the solicitation, contact the State contracting official or obtain a copy online from the Department of General Services Procurement Division, Office of Small Business and DVBE Services (OSDS) website at https://www.documents.dgs.ca.gov/dgs/fmc/gspd/pd_843.pdf
- 3) Target Area Contract Preference Act (TACPA)
- a) The TACPA program was established in 1983 to stimulate economic growth and employment opportunities in designated distressed areas throughout the state of California. To claim the TACPA preference, which may not exceed 9% (combination of the 5% Worksite Preference with the maximum 4% Work Force Preference) up to \$50,000.00, for any bid, a proposer must comply with Government Code Sections 4534 and 4535.2 (a).
 - b) The State as part of its evaluation process reserves the right to verify, validate, and clarify all information contained in the bid. This may include, but is not limited to, information from bidders, subcontractors, and any other sources available at the time of the bid evaluation. Bidder refusal to agree to and/or comply with these terms, or failure to provide additional supporting information at the State's request may result in denial of preference requested.
 - c) Contracts awarded with applied preferences will be monitored throughout the life of the contract for compliance with statutory, regulatory, and contractual requirements. The State will take appropriate corrective action and apply sanctions as necessary to enforce preference programs.
 - d) To determine if a business is located within a TACPA qualified zone visit: [Interactive TACPA Map](#).
 - e) Pre-Award Demonstration Requirements
- If proposers wish to be considered for the preference, they must demonstrate and certify that they will comply with the requirements of the Act. Proposers must complete and submit all included or referenced solicitation preference program forms to be considered for a preference. The information provided must

demonstrate that the proposer has the ability to comply with the terms and provisions of the preference program. The State, as part of its evaluation process, reserves the right to verify, validate, and clarify all information contained in the bid. This may include, but is not limited to, information from bidders, manufacturers, subcontractors, and any other sources available at the time of bid evaluation. Refusal to agree to and/or comply with these terms, or failure to provide additional supporting information at the State's request, may result in denial of the preferences requested.

f) Contract Award Compliance Requirements

1. Contracts awarded with applied preference will be monitored throughout the life of the contract for compliance with the statutory, regulatory, and contractual requirements. If awarded the contract, the contractor agrees to: (1) comply with the requirements of the Act and with attendant rules and regulations, (2) allow the state contracting agency to have access to its facilities or premises to inspect, review, obtain and copy all records pertinent to the performance of the contract or to determine compliance with the Act, and (3) to retain such records for three (3) years following final payment on the contract.
2. If awarded, contractor agrees, with respect to certification, to hire persons with high risk of unemployment, or from high unemployment areas, and to act in good faith to retain the employees for the duration of the contract, and, if necessary, replace such person with other persons meeting the same qualifications. Contractors are to promptly notify the State of the names of persons that have been terminated or who have been absent for more than three (3) consecutive days to communicate the reasons for the termination or absence. Contractors agree, under such circumstances, to consult with ABC and the Employment Development Department with respect to replacement of such persons. Proposers should review the detailed requirements for TACPA at 2 CCR Section 1896.40, Contract Provisions.
3. Contractors who do not comply with the preference reporting requirements or fail to provide the information necessary to monitor compliance are subject to sanctions as set forth in the statutes.

- g) The Procurement Division (PD), Support Services Unit within the Department of General Services (DGS) oversees the TACPA preference program and evaluates all TACPA applications. DGS derives its authority from California Government Code, Title I, Division 5, Chapter 10.5, Section 4530 et seq., and California Code of Regulations, Title II, Division 2, Chapter 3, Subchapter 9, Article 1, Sections 1896.30 - 1896.41.

- h) To learn more about the TACPA Program please go to:

[Department of General Services, Request Target Area Contract Preference](#)

- i) To apply for TACPA preferences, the following required forms listed on the Request Target Area Contract Preference website must be utilized:
- [TACPA Preference Request - Std. 830](#) (pdf)
 - [Manufacturer's Summary of Contract Activities and Labor Hours](#) (pdf)
 - [Bidder's Summary of Contract Activities and Labor Hours](#) (pdf)
- j) The DGS Request Target Area Contract Preference link above can be utilized to obtain all required forms. Any questions regarding the TACPA preference, eligibility, and application should be directed to the Department of General Services, Procurement Division at TACPA@dgs.ca.gov.

**ATTACHMENT 1
REQUIRED ATTACHMENT CHECKLIST**

A complete bid or bid package will consist of the items identified below.

Complete this checklist to confirm the items in your bid package. Place a check mark or "X" next to each item that you are submitting to ABC. All attachments identified below (unless noted otherwise) are required and must be returned as instructed or your bid may be considered nonresponsive. **Return the Attachment Checklist with your bid package.**

Attachments	Name/Description
☐ Attachment 1	Required Attachment Checklist
☐ Attachment 2	Cost Worksheet
☐ Attachment 3	Contractor Certification Clauses (CCC 04/2017)
☐ Attachment 4	GSPD-05-105 Bidder Declaration
☐ Attachment 5	Bid/Bidder Certification Sheet
☐ Attachment 6	DGS PD 843 Disabled Veteran Business Enterprise Declarations
☐ Attachment 7	Bidder References
☐ Attachment 8	DGS PD 1 Darfur Contracting Act
☐ Attachment 9	DGS OLS 04 California Civil Right Law Certification
☐ Attachment 10	STD 204 Payee Data Record

**ATTACHMENT 2
COST WORKSHEET****Instructions:**

Complete the budgetary pricing tables for items listed (e.g., per word/page, per minute/hour of audio/video, per document type, setup fees, annual support, etc.):

For Written Translation: Standard Languages

Ref.#	Language	Complete Translation (Translation & Proofreading) Cost Per Word	Typesetting (Indicate Rate: hourly, per page, etc.)	ADA Remediation (Indicate Rate: hourly, per page, etc.)
1	Spanish	\$	\$	\$
2	Chinese Traditional	\$	\$	\$
3	Chinese Simplified	\$	\$	\$
4	Korean	\$	\$	\$
5	Vietnamese	\$	\$	\$
6	Tagalog	\$	\$	\$

For Written Translation: Additional Languages Offered

Ref.#	Language	Complete Translation (Translation & Proofreading) Cost Per Word	Typesetting (Indicate Rate: hourly, per page, etc.)	ADA Remediation (Indicate Rate: hourly, per page, etc.)
1		\$	\$	\$
2		\$	\$	\$
3		\$	\$	\$
4		\$	\$	\$
5		\$	\$	\$

For Verbal/Spoken Interpretation (Live Video): Standard Languages

Ref.#	Language	On-Demand Session	Scheduled Session
1	Spanish	\$	\$
2	Cantonese	\$	\$
3	Mandarin	\$	\$
4	Korean	\$	\$
5	Vietnamese	\$	\$
6	Tagalog	\$	\$

For Verbal/Spoken Interpretation (Live Video): Additional Languages Offered

Ref.#	Language	On-Demand Session	Scheduled Session
1		\$	\$
2		\$	\$
3		\$	\$
4		\$	\$
5		\$	\$

For Audio Translation: Standard Languages

Ref.#	Language	Voice-Over Translation	Audio Transcription and Translation	Captioning and Subtitling (Live and Recorded)
1	Spanish	\$	\$	\$
2	Cantonese	\$	\$	\$
3	Mandarin	\$	\$	\$
4	Korean	\$	\$	\$
5	Vietnamese	\$	\$	\$
6	Tagalog	\$	\$	\$

For Audio Translation: Additional Languages Offered

Ref.#	Language	Voice-Over Translation	Audio Transcription and Translation	Captioning and Subtitling (Live and Recorded)
1		\$	\$	\$
2		\$	\$	\$
3		\$	\$	\$
4		\$	\$	\$
5		\$	\$	\$

For Visual Translation: Standard Languages

Ref.#	Language	Video Translation	Closed Captions and On-Screen Text Translation
1	Spanish	\$	\$
2	Cantonese	\$	\$
3	Mandarin	\$	\$
4	Korean	\$	\$
5	Vietnamese	\$	\$
6	Tagalog	\$	\$

For Visual Translation: Additional Languages Offered

Ref.#	Language	Video Translation	Closed Captions and On-Screen Text Translation
1		\$	\$
2		\$	\$
3		\$	\$
4		\$	\$
5		\$	\$

Please list and/or describe any additional anticipated costs that are not included in the above tables, such as service minimums, rush fees, and cancellation fees.

ATTACHMENT 3 CONTRACTOR CERTIFICATION CLAUSES

CCC 04/2017

CERTIFICATION

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

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

CONTRACTOR CERTIFICATION CLAUSES

1. **STATEMENT OF COMPLIANCE:** Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code §12990 (a-f) and CCR, Title 2, Section 11102) (Not applicable to public entities.)
2. **DRUG-FREE WORKPLACE REQUIREMENTS:** Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:
 - a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
 - b. Establish a Drug-Free Awareness Program to inform employees about:
 - 1) the dangers of drug abuse in the workplace;
 - 2) the person's or organization's policy of maintaining a drug-free workplace;
 - 3) any available counseling, rehabilitation and employee assistance programs;
 - 4) penalties that may be imposed upon employees for drug abuse violations.

ATTACHMENT 3

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

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

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

3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION: Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (Pub. Contract Code §10296) (Not applicable to public entities.)
4. CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REQUIREMENT: Contractor hereby certifies that Contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

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

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

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

6. SWEATFREE CODE OF CONDUCT:

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

ATTACHMENT 3

- b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations, or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).
7. **DOMESTIC PARTNERS:** For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.3.
8. **GENDER IDENTITY:** For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.35.

DOING BUSINESS WITH THE STATE OF CALIFORNIA

The following laws apply to persons or entities doing business with the State of California.

1. **CONFLICT OF INTEREST:** Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

Current State Employees (Pub. Contract Code §10410):

- a. No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.
- b. No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Pub. Contract Code §10411):

- a. For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.
- b. For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (Pub. Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code §10430 (e))

ATTACHMENT 3

2. LABOR CODE/WORKERS' COMPENSATION: Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)
3. AMERICANS WITH DISABILITIES ACT: Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)
4. CONTRACTOR NAME CHANGE: An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.
5. CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:
 - a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.
 - b. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.
 - c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.
6. RESOLUTION: A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.
7. AIR OR WATER POLLUTION VIOLATION: Under the State laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.
8. PAYEE DATA RECORD FORM STD. 204: This form must be completed by all contractors that are not another state agency or other governmental entity.

**ATTACHMENT 4
BIDDER DECLARATION**

Bidder shall complete the **Bidder Declaration form, GSPD-05-105**, include the names of all proposed subcontractors, form is available at:

<https://www.documents.dgs.ca.gov/dgs/fmc/gspd/gspd05-105.pdf>

Please be sure to mark either “Yes” or “No” to identify whether subcontractors will be used for the contract. Submit form even if you will not be subcontracting any of the work.

ATTACHMENT 5 BID/BIDDER CERTIFICATION SHEET

Only an individual who is authorized to bind the bidding firm contractually shall sign the **Bid/Bidder Certification Sheet**. The signature must indicate the title or position that the individual holds in the firm. This document must be signed and returned along with the entire bid with original signatures. The bid must be transmitted in a sealed envelope in accordance with IFB instructions.

- A. Our all-inclusive bid is submitted in a sealed envelope marked “**Bid Submittal – Do Not Open**”.
- B. All required attachments are included with this certification sheet.
- C. The signature affixed hereon and dated certifies compliance with all the requirements of this bid document. The signature below authorizes the verification of this certification.
- D. The signature and date affixed hereon certifies that this bid is a firm offer for a 90-day period.

1. Company Name	2. Telephone Number ()	2a. Fax Number ()
3. Address		
Indicate your organization type:		
4. ☐ Sole Proprietorship	5. ☐ Partnership	6. ☐ Corporation
Indicate the applicable employee and/or corporation number:		
7. Federal Employee ID No. (FEIN)	8. California Corporation No.	
9. Indicate applicable license and/or certification information:		
10. Bidder's Name (Print)	11. Title	
12. Signature	13. Date	
14. Are you certified with the Department of General Services, Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS) as:		
a. California Small Business Yes ☐ No ☐ If yes, enter certification number: _____	b. Disabled Veteran Business Enterprise Yes ☐ No ☐ If yes, enter your service code below: _____	
NOTE: A copy of your Certification is required to be included if either of the above items is checked “ Yes ”. Date application was submitted to OSDS, if an application is pending: _____		

ATTACHMENT 5**Completions Instructions for BID/BIDDER CERTIFICATION SHEET**

Complete the numbered items on the Bid/Bidder Certification Sheet by following the instructions below.

Item Numbers	Instructions
1, 2, 2a, 3	Must be completed. These items are self-explanatory.
4	Check if your firm is a sole proprietorship. A sole proprietorship is a form of business in which one person owns all the assets of the business in contrast to a partnership and corporation. The sole proprietorship is solely liable for all the debts of the business.
5	Check if your firm is a partnership. A partnership is a voluntary agreement between two or more competent persons to place their money, effects, labor, and skill or some or all of them in lawful commerce of business, with the understanding that there shall be a proportional sharing of the profits and losses between them. An association of two or more persons to carry on, as co-owners, a business for profit.
6	Check if your firm is a corporation. A corporation is an artificial person or legal entity created by or under the authority of the laws of a state or nation, composed, in some rare instances, of a single person and his successors, being the incumbents of a particular office, but ordinarily consisting of an association of numerous individuals.
7	Enter your federal employee tax identification number.
8	Enter your corporation number assigned by the California Secretary of State's Office. This information is used for checking if a corporation is in good standing and qualified to conduct business in California.
9	Complete, if applicable, by indicating the type of license and/or certification that your firm possesses and that is required for the type of services being procured.
10, 11, 12, 13	Must be completed. These items are self-explanatory.
14	If certified as a California Small Business, place a check in the "Yes" box, and enter your certification number on the line. If certified as a Disabled Veterans Business Enterprise, place a check in the "Yes" box and enter your service code on the line. If you are not certified to one or both, place a check in the "No" box. If your certification is pending, enter the date your application was submitted to OSDS.

ATTACHMENT 6
DISABLED VETERAN BUSINESS ENTERPRISE DECLARATIONS

Bidder shall complete the **Disabled Veteran Business Enterprise Declarations**, STD 843, include the names of all proposed subcontractors, form is available at:

https://www.documents.dgs.ca.gov/dgs/fmc/gs/pd/pd_843.pdf

**ATTACHMENT 7
BIDDER REFERENCES**

Submission of this attachment is mandatory. Failure to complete and return this attachment with your bid will cause your bid to be rejected and deemed non-responsive.

List below three references for services performed within the last five (5) years, which are similar to the scope of work to be performed in this contract.

REFERENCE 1

Name of Firm			
Street Address	City	State	Zip Code
Contact Person		Telephone Number	
Dates of Service		Value or Cost of Service	
Brief Description of Service Provided			

REFERENCE 2

Name of Firm			
Street Address	City	State	Zip Code
Contact Person		Telephone Number	
Dates of Service		Value or Cost of Service	
Brief Description of Service Provided			

REFERENCE 3

Name of Firm			
Street Address	City	State	Zip Code
Contact Person		Telephone Number	
Dates of Service		Value or Cost of Service	
Brief Description of Service Provided			

ATTACHMENT 8
DARFUR CONTRACTING ACT CERTIFICATION

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

If your company has not, within the previous three years, had any business activities or other operations outside of the United States, you do **not** need to complete this form.

OPTION #1 - CERTIFICATION

If your company, within the previous three years, has had business activities or other operations outside of the United States, in order to be eligible to submit a bid or proposal, please insert your company name and Federal ID Number and complete the certification below.

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that a) the prospective proposer/bidder named below is **not** a scrutinized company per Public Contract Code 10476; and b) I am duly authorized to legally bind the prospective proposer/bidder named below. This certification is made under the laws of the State of California.

<i>Company/Vendor Name (Printed)</i>	<i>Federal ID Number</i>
<i>By (Authorized Signature)</i>	
<i>Printed Name and Title of Person Signing</i>	
<i>Date Executed</i>	<i>Executed in the County and State of</i>

OPTION #2 – WRITTEN PERMISSION FROM DGS

Pursuant to Public Contract Code section 10477(b), the Director of the Department of General Services may permit a scrutinized company, on a case-by-case basis, to bid on or submit a proposal for a contract with a state agency for goods or services, if it is in the best interests of the state. If you are a scrutinized company that has obtained written permission from the DGS to submit a bid or proposal, complete the information below.

We are a scrutinized company as defined in Public Contract Code section 10476, but we have received written permission from the Department of General Services to submit a bid or proposal pursuant to Public Contract Code section 10477(b). A copy of the written permission from DGS is included with our bid or proposal.

<i>Company/Vendor Name (Printed)</i>	<i>Federal ID Number</i>
<i>Initials of Submitter</i>	
<i>Printed Name and Title of Person Initialing</i>	

ATTACHMENT 9 CALIFORNIA CIVIL RIGHTS LAWS CERTIFICATION

Pursuant to Public Contract Code section 2010, if a bidder or proposer executes or renews a contract over \$100,000 on or after January 1, 2017, the bidder or proposer hereby certifies compliance with the following:

1. **CALIFORNIA CIVIL RIGHTS LAWS:** For contracts over \$100,000 executed or renewed after January 1, 2017, the contractor certifies compliance with the Unruh Civil Rights Act (Section 51 of the Civil Code) and the Fair Employment and Housing Act (Section 12960 of the Government Code); and
2. **EMPLOYER DISCRIMINATORY POLICIES:** For contracts over \$100,000 executed or renewed after January 1, 2017, if a contractor has an internal policy against a sovereign nation or peoples recognized by the United States government, the contractor certifies that such policies are not used in violation of the Unruh Civil Rights Act (Section 51 of the Civil Code) of the Fair Employment and Housing Act (Section 12960 of the Government Code).

CERTIFICATION

I, the official named below, certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.		<i>Federal ID Number</i>
<i>Proposer/Bidder Firm Name (Printed)</i>		
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i>		
<i>Date Executed</i>	<i>Executed in the County and State of</i>	

ATTACHMENT 10
PAYEE DATA RECORD

The Payee Data Record (STD 204) must be returned with original signature. The form is located at:

<https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf>