

REQUEST FOR PROPOSALS

Notice to Prospective Proposers

September 24, 2026

You are invited to review and respond to this **statewide** Request for Proposals (RFP) entitled **Technical Assistance, Training, and Capacity-Building Support for Non-Profit Organizations in the Community Violence Intervention (CVI) Field**.

This solicitation is statewide in scope and applies to all eligible proposers. All proposers must adhere to the instructions, requirements, and submission conditions outlined in this RFP.

Note: For private companies, all agreements entered into with the State of California will include by reference General Terms and Conditions that may be viewed and downloaded at <https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-ServicesResources-List-Folder/Standard-Contract-Language>. If you do not have internet access, a hard copy can be provided by contacting our Contracts Analyst, Jessica Espinoza, as listed below.

For University of California and California State Universities, all agreements entered into with the State of California will include by reference University Terms and Conditions that may be viewed and downloaded at <https://www.ucop.edu/research-policy-analysis-coordination/policies-guidance/state-ofcalifornia/cma-templates.html>.

In the opinion of the BSCC, this RFP is complete and provides sufficient detail to prepare a proposal. However, if you have questions or should you need any clarifying information, the contact person for this RFP is:

Jessica Espinoza, Contracts Analyst
Board of State and Community Corrections
BSCCProcurement@bscc.ca.gov

The BSCC may modify the RFP prior to the date fixed for submission of proposal by the issuance of an addendum. All addenda will be posted publicly on the State's marketplace portal, Cal eProcure.

Please note: No verbal or written information given will be binding upon the BSCC unless such information is issued in writing as an official addendum.

TABLE OF CONTENTS

A. BACKGROUND	1
B. PURPOSE AND SCOPE OF SERVICES	1
C. REQUIRED SERVICES AND DELIVERABLES.....	2
D. MINIMUM QUALIFICATIONS FOR PROPOSERS	3
E. KEY ACTION DATES.....	4
F. PROPOSAL REQUIREMENTS	4
G. SUBMISSION OF PROPOSAL.....	7
H. EVALUATION PROCESS	8
1. Eligibility and Compliance Review	8
2. Scoring Process	8
3. Tie Bids.....	9
4. Award and Protest	9
5. Agreement Execution and Performance	10
I. PREFERENCE AND PARTICIPATION PROGRAM INFORMATION	10
1. Small Business Preference	10
2. Disabled Veteran Business Enterprise (DVBE)	11
3. Target Area Contract Preference Act (TACPA)	11
J. PAYMENTS AND INVOICING.....	11
K. EXECUTIVE ORDER N-6-22 – RUSSIA SANCTIONS.....	11
L. GENERATIVE ARTIFICIAL INTELLIGENCE (GenAI) REQUIREMENTS	12
M. REQUIRED ATTACHMENTS.....	12
Attachment 1: Required Attachment Checklist.....	13
Attachment 2: Proposal/Proposer Certification Sheet.....	14
Attachment 3: Sample Proposal Budget Worksheet	16
Attachment 4: Proposer References	17
Attachment 5: Payee Data Record (STD 204)	18
Attachment 6: Contractor Certification Clauses (CCC 04/2017)	18
Attachment 7: California Civil Rights Laws Certification (DGS OLS 04)	18
Attachment 8: Darfur Contracting Act.....	18
Attachment 9: Bidder Declaration Form (GSPD-05-105)	18
Attachment 10: Small Business Certification	18
Attachment 11: Target Area Contract Preference Act (TACPA)	18
SAMPLE STANDARD AGREEMENTS (For Reference Only).....	19

A. BACKGROUND

The California Violence Intervention and Prevention (CalVIP) Grant Program is the largest source of Community Violence Intervention (CVI) funding in the State of California, providing more than \$350 million to communities since 2018.

CVI uses evidence-informed, community-centered strategies to prevent and interrupt cycles of violence, address trauma, and strengthen the social and economic conditions that influence safety. These approaches rely heavily on non-profit community-based organizations (CBOs) that work directly with individuals at highest risk of violence.

In February 2026, the Board of State and Community Corrections (BSCC) awarded its fifth round of CalVIP grant funding (Cohort 5), providing \$107 million to 42 grantees, including cities, counties, one tribal government, and 26 non-profit CBOs. Because cities and counties must pass through at least 50 percent of an award to one or more CBO partners, the actual number of non-profit CBOs engaged in CVI work through this grant will be even higher.

To better support the non-profit CBOs working in the CVI field, BSCC is issuing this Request for Proposals (RFP) to secure contractor(s) to provide comprehensive technical assistance, training, and capacity building services.

B. PURPOSE AND SCOPE OF SERVICES

Non-profit CBOs are essential partners in CVI work but often operate with limited administrative infrastructure, emerging administrative systems, and increasing program demands.

This RFP seeks qualified entities to deliver technical assistance (TA) and capacity building support that will help CBOs build the internal systems required to sustain effective CVI work. The TA, training, and capacity-building activities funded through this RFP must be designed to strengthen:

- Organizational infrastructure
- Financial and administrative systems
- Case management and data systems
- Evaluation capacity
- Staff development, wellness, and supervision
- Long-term sustainability

Up to **\$2,750,000** is available. BSCC may issue one or multiple awards depending on the number and quality of proposals received.

Proposers must design and deliver statewide TA, training, and capacity building services to non-profit CBOs located within the jurisdictions identified as disproportionately impacted by community gun violence. Priority for the services provided through this RFP will be given to non-profit CBOs funded through CalVIP Cohort 5, either directly or as

subcontractors, but the services may be made available to non-CalVIP grantees, as capacity allows.

Services must be available **statewide** to non-profit community-based organizations (CBOs) operating community violence intervention (CVI) programs, with priority placed in the following California counties identified as disproportionately impacted by gun violence:

- Alameda
- Butte
- Contra Costa
- Kern
- Los Angeles
- Monterey
- Orange
- Riverside
- Sacramento
- San Bernardino
- San Diego
- San Francisco
- San Joaquin
- Santa Clara
- Solano
- Stanislaus
- Sutter
- Tulare

C. REQUIRED SERVICES AND DELIVERABLES

Post-award, the contractor shall provide the following:

a) Technical Assistance & Capacity-Building Plan

A strategic plan outlining the TA and capacity-building services to be provided to nonprofit CBOs engaged in CVI work. The plan will define the scope of TA, service tiers, delivery methods (issue-specific calls, onsite visits, individualized support), and expected outcomes. Services will be tailored to the unique needs and readiness levels of each CBO.

b) Training Program

A structured curriculum of virtual and in-person training opportunities designed to strengthen organizational capacity in CVI program implementation, financial management, data systems, and staff development. The program will outline training topics, formats, learning objectives, and methods for evaluating participant progress.

c) Work Plan, Training Timeline, and TA Schedule

A comprehensive work plan detailing the full schedule of TA and training activities, including milestones, responsible parties, and deadlines for all deliverables. The plan will include the projected number of CBOs to be served, communication protocols with BSCC, and the timeline for both TA and training delivery. Participation in issue-specific TA calls will be incorporated into the schedule.

d) Needs Assessment Tool & Methodology

A standardized tool or methodology, such as a rubric, survey, or interview protocol, to identify and prioritize CBOs most in need of TA, training, and capacity-building support. The tool will define data sources, scoring criteria, and decision-making processes to ensure consistent and equitable assessment.

e) CBO Engagement Plan

A targeted engagement strategy outlining outreach, communication, and onboarding processes for CBOs across identified jurisdictions. The plan will define engagement cadence, communication channels, and methods for supporting and retaining CBO participation throughout the TA and training cycle.

f) Meeting Participation

Active participation in BSCC meetings, orientations, webinars, Quarterly Project Director Meetings, and other required events to ensure alignment, coordination, and timely communication.

g) Logistics Coordination

Management of logistics for all TA, training, and capacity-building activities, including venue coordination, materials preparation, virtual platform support, travel arrangements, and space/supply needs for in-person events.

h) Progress & Final Reports

- **Progress reports** summarizing TA and training activities, participation metrics, outcomes, and challenges.
- **Final comprehensive report** detailing overall effectiveness, performance metrics, lessons learned, and methods used to evaluate TA and capacity-building impact.

D. MINIMUM QUALIFICATIONS FOR PROPOSERS

Proposers must:

- Be legally authorized to conduct business in California (see Attachment 2).
- Have documented experience working with state/local governments and non-profit CBOs.
- Have documented experience providing TA, training, and capacity building activities in the CVI field.

Note: Proposers must submit **two relevant work samples** that demonstrate the required experience. Include these documents in the proposal package as **Attachment 12** and **Attachment 13** per the Required Attachment Checklist.

E. KEY ACTION DATES

Event	Date
RFP Available to Prospective Proposers	Thursday, September 24, 2026
Written Question Submittal Deadline	Thursday, October 1, 2026, by 5:00 pm
Answers to Written Questions Published	Monday, October 12, 2026, by 5:00 pm
Final Date for Proposal Submission	Friday, October 30, 2026 by 5:00 pm
Notice of Intent to Award (www.bscc.ca.gov)	Wednesday January 27, 2027
Proposed Award Date	Thursday February 4, 2027
Contract Initiated	Monday, February 8, 2027
Executed Agreement	On or about March 8, 2027
End Date of Agreement	December 31, 2029

F. PROPOSAL REQUIREMENTS

Before submitting a response to this solicitation, proposers should review, correct all errors, and confirm compliance with the RFP requirements. Proposals must be submitted for the performance of all services described herein.

A complete proposal package must include the following components in the order listed below:

- 1. Proposal Abstract (1 page)**
See instructions below.
 - 2. Proposal Narrative (12 pages maximum)**
See instructions below.
 - 3. Proposal Budget (5 pages maximum)**
See instructions below. Sample in Attachment 3.
 - 4. Required Attachments**
See Attachment 1 for complete list of required attachments.
 - 5. Signed Certification Sheet**
See Attachment 2.
-

1. Instructions for Proposal Abstract

The Proposal Abstract must be no longer than 1 page, formatted in Arial 12-point font, with one-inch margins on all sides and 1.5-line spacing. Provide a concise summary of the proposed project. The Proposal Abstract may be used by the BSCC on its website or in correspondence related to this project. The Proposal Abstract is not scored and not included in the page limit.

2. Instructions for Proposal Narrative (12 pages maximum) SCORED

The Proposal Narrative must be no longer than 12 pages, formatted in Arial 12-point font, with one-inch margins on all sides and 1.5-line spacing and must be comprised of the following three sections. Each section should be titled according to its section header as provided (e.g., Qualifications and Experience). Within each section, address the Rating Factor and its criteria (bullet lists provided below) in a comprehensive, narrative format (apart from the Work Plan and Work Schedule, which can be provided as a table).

Section 1. Qualifications and Experience

Section 2. Technical Assistance, Training, and Capacity Building Strategy

Section 3. Work Plan and Work Schedule

Section 1. Qualifications and Experience (Percent of Total Value: 25%) SCORED

In the 12-page Proposal Narrative, address the criteria listed below which comprise the Qualifications and Experience Rating Factor:

- a) Describe the background and experience of the organization and the project team members in the field of CVI. The description should include but not be limited to:
 - Number of years of field experience.
 - Projects or initiatives that involved working collaboratively with local and/or state governments and nonprofit CBOs.
 - Projects or initiatives providing technical assistance and/or capacity building support for non-profit CBOs in the CVI field.
 - Projects or initiatives that involved developing training focused on enhancing program delivery and organizational infrastructure for non-profits in CVI efforts.
- b) The two (2) work product samples provided (as Attachments 12 & 13) should demonstrate experience and expertise relevant to this project and will be scored as a part of this section.

Section 2. Technical Assistance, Training, and Capacity Building Strategy (Percent of Total Value: 25%) SCORED

In the 12-page Proposal Narrative, address the criteria listed below which comprise the Technical Assistance, Training, and Capacity Building Strategy Rating Factor:

- a) Describe a proposed Technical Assistance, Training, and Capacity Building Strategy that includes clear objectives and expected outcomes. The description should also address the following:
 - Information Gathering: Process for gathering information from non-profits about their projects, technical assistance (TA) needs as they relate to capacity building, and geographic location.
 - Readiness Assessment: Process for developing and administering a TA and capacity-building readiness assessment to better understand the specific needs of the field. This readiness assessment should be administered within three months of the executed contract to CBOs in the CVI field, with priority given to CalVIP grantees.
 - Incorporating Feedback: Process for incorporating/considering the information gathered from non-profits into the TA and Capacity Building Delivery Plan.
 - Approaches Selected: Types of approaches that will be used for providing TA and capacity-building support to non-profits (e.g., group-based training, direct in person assistance) and the rationale for each approach selected. The approaches should be adaptive to the varying capacities of participants.
 - Engagement Process: Process by which non-profits will access or request TA and capacity-building support.
 - Regionalization: Describe how technical assistance will be delivered across the counties identified in Part B. Although this is a statewide solicitation, proposers must explain how they will structure service delivery across these regions to ensure responsiveness to the unique needs of CBOs in the CVI field.
 - Ongoing Delivery: Description of how the ongoing and/or follow-up needs of participants will be addressed.
- b) Describe the plan for project management that incorporates the sharing of information with the BSCC.

Section 3. Work Plan and Work Schedule (Percent of Total Value: 20%) SCORED

Address the criteria listed below which comprise the Work Plan and Work Schedule Rating Factor:

- a) Within the 12-page Proposal Narrative, include a Work Plan and Work Schedule (in narrative or table form) that identifies each major deliverable, task, necessary subtask, and or specific milestone(s), including responsible parties and a timeline, for successful completion of the project.

- b) The Work Plan and Work Schedule must be clearly tied to the proposed Technical Assistance, Training, and Capacity Building Strategy described in Section 2.

3. Instructions for the Proposal Budget (5 pages maximum) (Percent of Total Value: 30%) SCORED

Using the sample template provided in Attachment 3, or your own template, address the following criteria which comprise the Proposal Budget Rating Factor:

- a) Provide a detailed budget table for the proposed Technical Assistance, Training and Capacity Building Strategy that covers the entire contract period and directly relates to the activities described in the Proposal Narrative.
- b) Include a budget narrative that describes how the expenditures included in the budget table relate to the proposed Technical Assistance, Training, and Capacity Building Strategy and are inclusive of all tasks required for successful completion of the project.

G. SUBMISSION OF PROPOSAL

Applicants must submit an electronic version of the complete proposal package to the BSCC by 5:00 p.m. October 30, 2026 (see dates and times shown in Section E, Key Action Dates). Proposals received after this date and time will not be considered.

A complete proposal package will include:

- One PDF file that contains the signed proposal (e-signatures are acceptable; see Section F, Proposal Requirements, and Section M, Required Attachments).
- Two PDF files that contain the two required work product samples. Each work product sample shall be a separate file (Attachment 12 and Attachment 13).

An individual who is authorized to bind the proposing entity contractually shall sign Attachment 2, Proposal/Proposer Certification Sheet. The signature must indicate the title or position that the individual holds in the firm. An unsigned proposal may be rejected.

If the BSCC does not receive an email containing the complete proposal package by 5:00 p.m. on October 30, 2026, the proposal will not be considered.

Email the complete proposal package to: BSCCProcurement@bscc.ca.gov.

A proposal may be rejected if it is conditional or incomplete, or if it contains any alterations of form or other irregularities of any kind. The State may reject any or all proposals and may waive an immaterial deviation in a proposal. The State's waiver of an immaterial deviation shall in no way modify the RFP document or excuse the proposer from full compliance with all requirements if awarded the agreement.

Costs incurred for developing proposals and in anticipation of award of the agreement are entirely the responsibility of the proposer and shall not be charged to the State of California.

If the proposal is made under a fictitious name or business title, the actual legal name of the proposer must be provided

A proposer may modify a proposal after its submission by withdrawing its original proposal and resubmitting a new proposal prior to the proposal submission deadline as set forth in Section E, Key Action Dates.

A proposer may withdraw its proposal by submitting a written withdrawal request to BSCCProcurement@bscc.ca.gov, signed by the proposer or an authorized agent.

A proposer may thereafter submit a new proposal prior to the proposal submission deadline.

Modifications offered in any other manner, oral or written, will not be considered.

Upon proposal opening, all documents submitted in response to this RFP 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 6250 et seq.) and subject to review by the public.

Proposal packages may be returned only at the proposer's expense, unless such expense is waived by the awarding agency.

H. EVALUATION PROCESS

1. Eligibility and Compliance Review

All proposals received by the submission deadline will be reviewed for completeness and compliance with the requirements of this RFP. Proposals that are late, incomplete, or missing required components may be deemed nonresponsive and removed from further consideration.

Proposals containing false or misleading information, or references that do not support claims made in the proposal, may be rejected.

The BSCC reserves the right to reject all proposals. The agency is not required to award an agreement.

The State does not accept alternate contract language from a prospective contractor. A proposal with such language will be considered a counter proposal and will be rejected. The State's General Terms and Conditions (GTC 02/2025) are not negotiable.

More than one proposal from an individual, firm, partnership, corporation, or association under the same or different names, will not be considered.

2. Scoring Process

Proposals that meet the minimum qualifications will be evaluated and scored by BSCC reviewers using the rating factors and weighting shown in the table below. Applicants are asked to address each of these Rating Factors as part of their proposal.

Found in the:	Rating Factor (RF)	Point Range	Percent of Total Value	Weighted RF Score
Proposal Narrative	Qualifications and Experience	0 - 5	25%	25
	Technical Assistance, Training and Capacity Building Strategy	0 - 5	25%	25
	Work Plan and Work Schedule	0 - 5	20%	20
Proposal Budget	Budget Table and Narrative	0 - 5	30%	30
Maximum Rating Factor Score:			100%	100

Reviewers will rate an applicant's response to each Rating Factor on a scale from 0 to 5, according to the Six-Point Rating Scale shown below. Each Rating Factor then will be weighted according to the Percent of Total Value associated with the Rating Factor to arrive at the final Weighted Rating Factor Score. The Weighted Rating Factor Scores are then added together for a Total Score.

The maximum possible proposal score is 100 (not including preference points – see Section I for more information).

Not Responsive	Poor	Fair	Satisfactory	Good	Excellent
0	1	2	3	4	5
The response fails to address the criteria.	The response addresses the criteria in a very inadequate way.	The response addresses the criteria in a non-specific or unsatisfactory way.	The response addresses the criteria in an adequate way.	The response addresses the criteria in a substantial way.	The response addresses the criteria in an outstanding way.

Awards, if made, will be offered to the highest-scoring responsive proposal(s).

3. Tie Bids

In the event of a tie, the contract award will be determined by a coin toss. Such event will be observed by witnesses, and the affected bidders will be invited.

4. Award and Protest

- Notice of the proposed award shall be posted on Cal eProcure as well as on BSCC's website (www.bscc.ca.gov) for five (5) working days prior to awarding the agreement.
- If any proposer, prior to the award of agreement, files a protest with the Board of State and Community Corrections and the Department of General Services, Office of Legal Services, 707 Third Street, 7th Floor, Suite 7-330, West Sacramento, CA

95605, on the grounds that the (protesting) proposer would have been awarded the contract had the agency correctly applied the evaluation system in the RFP, or if the agency followed the evaluation and scoring methods in the RFP, the agreement shall not be awarded until either the protest has been withdrawn or the Department of General Services has decided the matter. It is suggested that you submit any protest by certified or registered mail.

- c) Within five (5) days after filing the initial protest, the protesting proposer shall file with the Department of General Services, Office of Legal Services and the Board of State and Community Corrections a detailed statement specifying the grounds for the protest.
- d) Upon resolution of the protest and award of the agreement, Contractor must complete and submit to the awarding agency the Payee Data Record (STD 204), to determine if the Contractor is subject to state income tax withholding pursuant to California Revenue and Taxation Code Sections 18662 and 26131. This form can be found at <https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf>. No payment shall be made unless a completed STD 204 has been returned to the awarding agency.
- e) Upon resolution of the protest and award of the agreement, Contractor must sign and submit to the awarding agency, page one (1) of the Contractor Certification Clauses (CCC), which can be found at:
<https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language>

5. Agreement Execution and Performance

- a) Performance shall start no later than fourteen (14) days, or on the express date set by the awarding agency and the Contractor, after all approvals have been obtained and the agreement is fully executed. Should the Contractor fail to commence work at the agreed upon time, the awarding agency, upon five (5) days written notice to the Contractor, reserves the right to terminate the agreement. In addition, the Contractor shall be liable to the BSCC for the difference between Contractor's Proposal price and the actual cost of performing work by another contractor.
- b) All performance under the agreement shall be completed on or before the termination date of the agreement.
- c) No agreement shall be binding on either party without a fully executed contract.

I. PREFERENCE AND PARTICIPATION PROGRAM INFORMATION

1. Small Business Preference

In accordance with Government Code Section 14835 et seq., a five percent (5%) preference will be applied to any proposer certified by the State of California as a small business, or to any proposer that qualifies as a non-small business claiming at least 25% participation by a California certified small business subcontractor.

Definitions and eligibility requirements are set forth in Title 2, California Code of Regulations, Section 1896 et seq. Non-profit veteran service agencies qualifying as small businesses are defined in Military and Veterans Code Section 999.50 et seq.

The preference is applied as follows:

- Calculate five percent (5%) of the highest responsive proposer's total score.
- Add that amount to the score of each certified small business or qualifying non-small business with eligible subcontractor participation.
- The contract will be awarded to the responsive proposer with the highest resulting score (see Section H for Scoring Process).

Proposers seeking this preference must submit a fully executed Small Business Certification (**Attachment 10**).

2. Disabled Veteran Business Enterprise (DVBE)

DVBE participation requirements are **waived** for this solicitation.

3. Target Area Contract Preference Act (TACPA)

This solicitation provides for the optional TACPA preference. Bidders are not required to apply for this preference. Denial of the TACPA request is not a basis for rejection of the bid.

The TACPA workplace and workforce preferences will be evaluated for this solicitation. California-based companies seeking TACPA preferences will need to complete and submit preference request forms with their bid. The following webpage contains required preference request forms (also located in Attachment 11) and an interactive map to determine if a business is located within a TACPA qualified zone: [Request-a-Target-Area-Contract-Preference](#)

By submitting TACPA forms, a bidder given a TACPA preference agrees to the TACPA contract provisions required by Government Code section [4535](#) and provided in section [1896.40](#) of Title 2 of the California Code of Regulations (CCR) in addition to requirements specified on the TACPA form [STD 830](#).

J. PAYMENTS AND INVOICING

Invoices must be submitted to the BSCC upon completion of a deliverable as outlined in the Work Schedule.

K. EXECUTIVE ORDER N-6-22 – RUSSIA SANCTIONS

On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. "Economic Sanctions" refers to sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law. By submitting a bid or proposal, Contractor represents that it is not a target of Economic Sanctions. Should the State determine Contractor is a target of Economic Sanctions or

is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for rejection of the Contractor's bid/proposal any time prior to contract execution, or, if determined after contract execution, shall be grounds for termination by the State.

L. GENERATIVE ARTIFICIAL INTELLIGENCE (GenAI) REQUIREMENTS

The State of California seeks to realize the potential benefits of GenAI, through the development and deployment of GenAI tools, while balancing the risks of these new technologies.

Bidder / Offeror must notify the State in writing if it: (1) intends to provide GenAI as a deliverable to the State; or (2), intends to utilize GenAI, including GenAI from third parties, to complete all or a portion of any deliverable that materially impacts: (i) functionality of a State system, (ii) risk to the State, or (iii) Contract performance. For avoidance of doubt, the term "materially impacts" shall have the meaning set forth in State Administrative Manual (SAM) § 4986.2 Definitions for GenAI.

Failure to report GenAI to the State may result in disqualification. The State reserves the right to seek any and all relief to which it may be entitled to as a result of such non-disclosure.

Upon notification by a Bidder/Offeror of GenAI as required, the State reserves the right to incorporate GenAI Special Provisions into the final contract or reject bids/offers that present an unacceptable level of risk to the State.

Government Code 11549.64 defines "Generative Artificial Intelligence (GenAI)" as an artificial intelligence system that can generate derived synthetic content, including text, images, video, and audio that emulates the structure and characteristics of the system's training data.

M. REQUIRED ATTACHMENTS

Attachment 1: Required Attachment Checklist
Attachment 2: Proposal/Proposer Certification Sheet
Attachment 3: Sample Budget Worksheet
Attachment 4: References
Attachments 5-11: Required Certifications
Attachments 12-13: Work Samples

Attachment 1

REQUIRED ATTACHMENT CHECKLIST

Complete this checklist to confirm the items included as part of your proposal. Place a check mark or "X" next to each item that you are submitting to the BSCC. For your proposal to be responsive, all required attachments must be returned. This checklist should be returned with your proposal package.

Mark with [X]	<u>Attachment</u>	<u>Attachment Name</u>
	Attachment 1	Required Attachment Checklist
	Attachment 2	Proposal/Proposer Certification Sheet
	Attachment 3	Sample Proposal Budget Worksheet
	Attachment 4	Proposer References
	Attachment 5	Payee Data Record (STD 204) (if currently not on file)
	Attachment 6	Contractor Certification Clauses (CCC-307)
	Attachment 7	California Civil Rights Laws Certification
	Attachment 8	Darfur Contracting Act Certification
	Attachment 9	Bidders Declaration Form
	Attachment 10	Small Business Certification**
	Attachment 11	Target Area Contract Preference Act (TACPA)**
	Attachment 12	Work Sample # 1 (refer to Minimum Qualifications for Proposers). To be provided as a separate file.
	Attachment 13	Work Sample #2 (refer to Minimum Qualifications for Proposers). To be provided as a separate file.
** If applicable		

Proposers note: The State makes no warranty that the checklist is a full comprehensive listing of every requirement specified in the solicitation. Checking off the items on the checklist does not establish proposer's intent nor does it constitute responsiveness to the requirement(s). The checklist is only a tool to assist proposers in compiling their final proposal. Proposers are encouraged to carefully read the entire solicitation. The need to verify all documentation and responses prior to the submission of final proposals cannot be over emphasized.

Attachment 2

PROPOSAL/PROPOSER CERTIFICATION SHEET

Completion Instructions: Complete the numbered items on the Proposal/Proposer Certification Sheet (following page) by following the instructions below.

Item #s	Instructions
1, 2, 2a, 3	Must be completed. These items are self-explanatory.
4	Check if your organization/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 proprietor is solely liable for all the debts of the business.
5	Check if your organization/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 or 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 organization/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	Check if your organization/firm is a University. A University is an institution of higher (or tertiary) education and research, which awards academic degrees in various academic disciplines. Universities typically provide undergraduate education and postgraduate education.
8	Check if your organization/firm is "Other." Other is defined as not applicable to the categories listed in numbered items 4, 5, 6, or 7.
9	Enter your federal employee tax identification number.
10	Enter your corporation (organization/firm) number assigned by the California Secretary of State's Office. This is used for checking if a corporation is in good standing and qualified to conduct business in California.
11	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 proposed.
12, 13, 14, 15	Must be completed with name of the proposer, not organization/firm name. These items are self-explanatory.
16	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.

This Proposal/Proposer Certification Sheet must be signed and returned along with all the “required attachments” as an entire package.

A. Place all required attachments after this certification sheet.

B. The signature affixed and dated certifies compliance with all the requirements of this solicitation.

An unsigned Proposal/Proposer Certification Sheet may be cause for rejection

1. Company Name	2. Telephone Number ()	2a. Fax Number ()
3. Address		
Indicate your organization/firm type:		
4. ☐ Sole Proprietorship 5. ☐ Partnership 6. ☐ Corporation 7. ☐ University 8. ☐ Other		
Indicate the applicable employee and/or corporation number:		
9. Federal Employee ID No. (FEIN)	10. California Corporation No.	
11. Indicate applicable license and/or certification information:		
12. Proposer's Name (Print)	13. Title	
14. Signature	15. Date	
16. Are you certified with the Department of General Services, Office of Small Business and Disabled Veteran Business Enterprise (OSDS) as:		
a. California Small Business Yes ☐ No ☐ If yes, enter certification number: Cert. No: _____	b. Disabled Veteran Business Enterprise Yes ☐ No ☐ If yes, enter your service code below: Code: _____	
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 3

SAMPLE PROPOSAL BUDGET WORKSHEET

DIRECT LABOR	HOURS	RATE	TOTAL
Title _____	_____	_____	_____
Title _____	_____	_____	_____
Title _____	_____	_____	_____
Title _____	_____	_____	_____
			\$ _____
SUBCONTRACTOR(S) COST ITEMIZED			\$ _____
INDIRECT COSTS (OVERHEAD AND FRINGE BENEFITS)			
Overhead Rate	_____	_____	
Fringe Benefits	_____	_____	
	_____	_____	\$ _____
DIRECT COSTS (EXCEPT LABOR)			
Travel Costs		_____	
Equipment and Supplies (Itemized)		_____	
Other Direct Costs (Itemized)		_____	
		_____	\$ _____
TOTAL COSTS			\$ _____

Attachment 4

PROPOSER REFERENCES

Submission of this attachment is mandatory. Failure to comply and return this attachment with your proposal will cause your proposal to be rejected and deemed nonresponsive.

List below three (3) references for services performed within the last five (5) years, which are similar to the scope of work to be performed in this contract. If three (3) references cannot be provided, please explain why on an attached sheet of paper.

REFERENCE 1

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

Attachment 5: Payee Data Record (STD 204)

Proposer must complete, sign and submit the Payee Data Record (STD 204).

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

Attachment 6: Contractor Certification Clauses (CCC 04/2017)

Proposer must complete, sign and submit page 1 of the Contractor Certification Clauses (CCC 04/2017).

<https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language>

Attachment 7: California Civil Rights Laws Certification (DGS OLS 04)

Proposer must complete, sign and submit the California Civil Rights Laws Certification Form (DGS OLS 04)

<https://www.documents.dgs.ca.gov/dgs/FMC/DGS/OLS004.pdf>

Attachment 8: Darfur Contracting Act

Proposer must complete, sign and submit the Darfur Contracting Act Form.

<https://www.dgs.ca.gov/-/media/Divisions/PD/Acquisitions/Solicitation-Document-Attachments/Darfur-Contracting-Act.pdf>

Attachment 9: Bidder Declaration Form (GSPD-05-105)

View and print this document at:

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

Attachment 10: Small Business Certification

<https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Apply-for-or-Re-apply-as-Small-Business-Disabled-Veteran-Business-Enterprise?search=small%20business%20certification>

Attachment 11: Target Area Contract Preference Act (TACPA)

View and print these document at:

<https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std830.pdf>

<https://www.documents.dgs.ca.gov/dgs/fmc/gspd/gspd0526.pdf>

SAMPLE STANDARD AGREEMENT
(UNIVERSITIES)

STANDARD AGREEMENT

STD 213 (Rev 02/20)

STATE CONTROLLER'S OFFICE IDENTIFIER	AGREEMENT NUMBER
	REGISTRATION NUMBER

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME

, hereinafter referred to as "State"

CONTRACTOR'S NAME

, hereinafter referred to as "University"

2. The term of this Agreement is: _____ through _____

3. The maximum amount of this Agreement is: \$ _____

4. The Parties agree to comply with the terms and conditions of the following Exhibits, which by this reference are made a part of the Agreement.

Exhibit A – A7: A–Scope of Work; A1–Deliverables; A2–Key Personnel; A3–Authorized Representatives; A4–Use of Intellectual Property & Data; A5–Resumes/Biosketch; A6–Current & Pending Support; A7–Third Party Confidential Information (if applicable) page(s)

Exhibit B – B–Budget; B1–Budget Justification; B2– Subawardee Budgets (if applicable); B3– Invoice Elements page(s)

Exhibit C* – University Terms and Conditions UTC-220

Check mark additional Exhibits below, and attach applicable Exhibits or provide internet link:

- ☐ **Exhibit D** – Additional Requirements Associated with Funding Sources page(s)
- ☐ **Exhibit E** – Special Conditions for Security of Confidential Information page(s)
- ☐ **Exhibit F** – Access to State Facilities or Computing Resources page(s)
- ☐ **Exhibit G** – Negotiated Alternate UTC Terms page(s)

Items shown with an Asterisk (*) are hereby incorporated by reference and made part of this agreement as if attached hereto. You can find these documents on the [University of California, Office of the President](#) and the [California Department of General Services](#) websites.

IN WITNESS WHEREOF, this Agreement has been executed by the Parties hereto.

CONTRACTOR

**California Department of General
Services Use Only**

CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.)

BY (Authorized Signature)

DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

ADDRESS

STATE OF CALIFORNIA

AGENCY NAME

BY (Authorized Signature)

DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

☐ Exempt per:

ADDRESS

EXHIBIT A

SCOPE OF WORK

☐ Contract ☐ Grant

Does this project include Research (as defined in the UTC)? ☐ Yes ☐ No

PI Name: Click or tap here to enter text.

Project Title: Click or tap here to enter text.

Project Summary/Abstract

If Third-Party Confidential Information is to be provided by the State:

- ☐ Performance of the Scope of Work is anticipated to involve use of third-party Confidential Information and is subject to the terms of this Agreement; **OR**
- ☐ A separate CNDA between the University and third-party is required by the third-party and is incorporated in this Agreement as Exhibit A7, Third Party Confidential Information.

A. Scope and Description

1. *Contractor Name* (“Contractor”) agrees to provide the Board of State and Community Corrections (BSCC), (*type of service*) as described herein.
2. The agreement period is from (*date*) to (*date*).
3. The project representatives during the term of this agreement will be:

State Agency:	Contractor:
Name:	Name:
Phone:	Phone:
Cell:	Fax:

4. This project will provide comprehensive technical assistance and training programs to support and strengthen the capacity of nonprofit community-based organizations (CBOs) working in the Community Violence Intervention (CVI) field.

5. Deliverables for this contract:

a) Technical Assistance & Capacity-Building Plan

A strategic plan outlining the TA and capacity-building services to be provided to nonprofit CBOs engaged in CVI work. The plan will define the scope of TA, service tiers, delivery methods (issue-specific calls, onsite visits, individualized support), and expected outcomes. Services will be tailored to the unique needs and readiness levels of each CBO.

b) Training Program

A structured curriculum of virtual and in-person training opportunities designed to strengthen organizational capacity in CVI program implementation, financial management, data systems, and staff development. The program will outline training topics, formats, learning objectives, and methods for evaluating participant progress.

c) Work Plan, Training Timeline, and TA Schedule

A comprehensive work plan detailing the full schedule of TA and training activities, including milestones, responsible parties, and deadlines for all deliverables. The plan will include the projected number of CBOs to be served, communication protocols with BSCC, and the timeline for both TA and training delivery. Participation in issue-specific TA calls will be incorporated into the schedule.

d) Needs Assessment Tool & Methodology

A standardized tool or methodology, such as a rubric, survey, or interview protocol, to identify and prioritize CBOs most in need of TA, training, and capacity-building support. The tool will define data sources, scoring criteria, and decision-making processes to ensure consistent and equitable assessment.

e) CBO Engagement Plan

A targeted engagement strategy outlining outreach, communication, and onboarding processes for CBOs across identified jurisdictions. The plan will define engagement cadence, communication channels, and methods for supporting and retaining CBO participation throughout the TA and training cycle.

f) Meeting Participation

Active participation in BSCC meetings, orientations, webinars, Quarterly Project Director Meetings, and other required events to ensure alignment, coordination, and timely communication.

g) Logistics Coordination

Management of logistics for all TA, training, and capacity-building activities, including venue coordination, materials preparation, virtual platform support, travel arrangements, and space/supply needs for in-person events.

h) Progress & Final Reports

- **Progress reports** summarizing TA and training activities, participation metrics, outcomes, and challenges.

- **Final comprehensive report** detailing overall effectiveness, performance metrics, lessons learned, and methods used to evaluate TA and capacity-building impact.

B. Executive Order N-6-22 – Russia Sanctions

On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. “Economic Sanctions” refers to sanctions imposed by the U.S. government in response to Russia’s actions in Ukraine, as well as any sanctions imposed under state law. The EO directs state agencies to terminate contracts with, and to refrain from entering any new contracts with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, should the State determine Contractor is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of this agreement. The State shall provide Contractor advance written notice of such termination, allowing Contractor at least 30 calendar days to provide a written response. Termination shall be at the sole discretion of the State.

C. Generative Artificial Intelligence (GenAI) Requirements

The State of California seeks to realize the potential benefits of GenAI, through the development and deployment of GenAI, while balancing the risks of these technologies.

Bidder/Offeror must notify the State in writing if it: (1) intends to provide GenAI as a deliverable to the State; or (2) intends to utilize GenAI, including GenAI from third parties, to complete all or a portion of any deliverable that materially impacts: (i) functionality of a State system, (ii) risk to the State, or (iii) Contract performance. For avoidance of doubt, the term “materially impacts:” shall have the meaning set forth in the State Administrative Manual (SAM) 4986.2.

Failure to report GenAI to the State may result in disqualification. The State reserves its right to seek any and all relief it may be entitled to as a result of such non-disclosure.

Upon notification by a Bidder/Offeror of GenAI as required, the State reserves the right to incorporate GenAI Special Provisions into the final contract or reject bids/offers that present an unacceptable level of risk to the State.

Government Code 11549.64 defines “Generative Artificial Intelligence (GenAI)” as an artificial intelligence system that can generate derived synthetic content, including text, images, video, and audio that emulates the structure and characteristics of the system’s training data.

EXHIBIT A1

SCHEDULE OF DELIVERABLES

List all items that will be delivered to the State under the proposed Scope of Work. Include all reports, including draft reports for State review, and any other deliverables, if requested by the State and agreed to by the Parties.

Deliverable*	Description	Due Date

** If use of any Deliverable is restricted or is anticipated to contain Preexisting Data or copyrightable works with any restricted use, it must be clearly identified in Exhibit A4, Use of Preexisting Data, Copyrighted Works and Deliverables.*

EXHIBIT A2

KEY PERSONNEL

List Key Personnel as defined in the Agreement starting with the Principal Investigator (PI), by last name followed by Co-PIs. Then list all other Key Personnel in alphabetical order by last name. For each individual listed include his/her name, institutional affiliation, and role on the proposed project. Use additional consecutively numbered pages as necessary.

Last Name, First Name	Institutional Affiliation	Role on Project
PI:		
<i>Last name, First name</i>	<i>Institutional affiliation</i>	<i>Role on the project</i>
Co-PI(s) – if applicable:		
<i>Last name, First name</i>	<i>Institutional affiliation</i>	<i>Role on the project</i>
<i>Last name, First name</i>	<i>Institutional affiliation</i>	<i>Role on the project</i>
Other Key Personnel (if applicable):		
<i>Last name, First name</i>	<i>Institutional affiliation</i>	<i>Role on the project</i>
<i>Last name, First name</i>	<i>Institutional affiliation</i>	<i>Role on the project</i>

EXHIBIT A-3

AUTHORIZED REPRESENTATIVES AND NOTICES

The following individuals are the authorized representatives for the State and the University under this Agreement. Any official Notices issued under the terms of this Agreement shall be addressed to the Authorized Official identified below, unless otherwise identified in the Agreement.

Changes in the University Principal Investigator are subject to the Key Personnel section of this Agreement. Changes in other contact information may be made by notification, in writing, between the parties.

State Agency Contacts	University Contacts
Agency Name: <Agency Name>	University Name: <University Name>
<i>Contract Project Manager (Technical)</i> Name: <Name> <Title> Address: <Department> <Address> <City,State,Zip> Telephone: <Telephone#> Fax: <Fax#, if available> Email: <EmailAddress>	<i>Principal Investigator</i> Name: <Name> <Title> Address: <Department> <Address> <City,State,Zip> Telephone: <Telephone#> Fax: <Fax#, if available> Email: <EmailAddress>
<i>Authorized Official (contract officer)</i> Name: <Name> <Title> Address: <Department> <Address> <City,State,Zip> Telephone: <Telephone#> Fax: <Fax#, if available> Email: <EmailAddress> <i>Send notices to (if different):</i> Name: <Name> <Title> Address: <Department> <Address>	<i>Authorized Official</i> Name: <Name> <Title> Address: <Department> <Address> <City,State,Zip> Telephone: <Telephone#> Fax: <Fax#, if available> Email: <EmailAddress> <i>Send notices to (if different):</i> Name: <Name> <Title> Address: <Department> <Address>

<City,State,Zip> Telephone: <Telephone#> Fax: <Fax#, if available> Email: <EmailAddress>	<City,State,Zip> Telephone: <Telephone#> Fax: <Fax#, if available> Email: <EmailAddress>
<i>Administrative Contact</i> Name: <Name> <Title> Address: <Department> <Address> <City,State,Zip> Telephone: <Telephone#> Fax: <Fax#, if available> Email: <EmailAddress>	<i>Administrative Contact</i> Name: <Name> <Title> Address: <Department> <Address> <City,State,Zip> Telephone: <Telephone#> Fax: <Fax#, if available> Email: <EmailAddress>
<i>Financial Contact/Accounting</i> Name: <Name> <Title> Address: <Department> <Address> <City,State,Zip> Telephone: <Telephone#> Fax: <Fax#, if available> Email: <EmailAddress>	<i>Authorized Financial Contact/Invoicing</i> Name: <Name> <Title> Address: <Department> <Address> <City,State,Zip> Telephone: <Telephone#> Fax: <Fax#, if available> Email: <EmailAddress>

EXHIBIT A4

USE OF PRE-EXISTING DATA, COPYRIGHTED WORKS AND DELIVERABLES

If either Party will be using any third-party or pre-existing data or copyrighted works that have restrictions on use, then list all such data or copyrighted works and the nature of the restriction below. If no third-party or pre-existing data or copyrighted works will be used, check “none” in this section.

- A. State: Pre-existing data and/or copyrighted works to be provided to the University from the State or a third party for use in the performance in the Scope of Work.

☒ None or ☐ List:

Owner (State Agency or 3 rd Party)	Type of Data or copyrighted work (Restricted or Unrestricted)	Description	If Restricted, nature of restriction:

- B. University: Use of pre-existing data or copyrighted works included in Deliverables identified in Exhibit A1.

☒ None or ☐ List:

Owner (University or 3 rd Party)	Type of Data or copyrighted work (Restricted or Unrestricted)	Description	If Restricted, nature of restriction:

C. Anticipated restrictions on use of Project Data

If the University PI anticipates that any of the Project Data generated during the performance of the Scope of Work will have a restriction on use (such as subject identifying information in a data set) then list all such anticipated restrictions below. If there are no restrictions anticipated in the Project Data, then check “none” in this section.

☒ None or ☐ List:

Owner (University or 3 rd Party)	Description	Nature of Restriction:
---	-------------	---------------------------

EXHIBIT A5

CURRICULUM VITAE (CV) / RÉSUMÉS / BIOSKETCH

Attach CV/Résumé/Biosketch for Key Personnel listed in Exhibit A2.

EXHIBIT A6 (IF APPLICABLE)

CURRENT & PENDING SUPPORT (Will be incorporated, if applicable)

University will provide current & pending support information for Key Personnel identified in Exhibit A2 at time of proposal and upon request from State agency. The “Proposed Project” is this application that is submitted to the State. Add pages as needed.

PI: NAME OF INDIVIDUAL					
Status (currently active or pending approval)	Award # (if available)	Source (name of the sponsor)	Project Title	Start Date	End Date
Proposed Project					
CURRENT					
CURRENT					
PENDING					

NAME OF INDIVIDUAL					
Status	Award #	Source	Project Title	Start Date	End Date
Proposed Project					
CURRENT					
CURRENT					
PENDING					

NAME OF INDIVIDUAL					
Status	Award #	Source	Project Title	Start Date	End Date
Proposed Project					
CURRENT					
CURRENT					
PENDING					

NAME OF INDIVIDUAL					
Status	Award #	Source	Project Title	Start Date	End Date
Proposed Project					
CURRENT					
CURRENT					
PENDING					

NAME OF INDIVIDUAL					
Status	Award #	Source	Project Title	Start Date	End Date
Proposed Project					
CURRENT					
CURRENT					
PENDING					

EXHIBIT A7 (IF APPLICABLE)

Third Party Confidential Information Confidential Nondisclosure Agreement

(Identified in Exhibit A, Scope of Work – will be incorporated, if applicable)

If the scope of work requires the provision of third party confidential information to either the State or the Universities, then any requirement of the third party in the use and disposition of the confidential information will be listed below. The third party may require a separate Confidential Nondisclosure Agreement (CNDA) as a requirement to use the confidential information. Any CNDA will be identified in this Exhibit A7.

EXHIBIT B

BUDGET DETAIL AND PAYMENT PROVISIONS

A. Invoicing and Payment

1. For services satisfactorily rendered, and upon receipt and approval of the invoices, the BSCC agrees to compensate the contractor, in monthly arrears, for actual expenditures incurred in accordance with the rates specified below:

DIRECT LABOR	HOURS	RATE	TOTAL
Title _____	_____	_____	_____
Title _____	_____	_____	_____
Title _____	_____	_____	_____
Title _____	_____	_____	_____
			\$ _____
SUBCONTRACTOR(S) COST ITEMIZED			\$ _____
INDIRECT COSTS (OVERHEAD AND FRINGE BENEFITS)			
Overhead Rate	_____	_____	
Fringe Benefits	_____	_____	
			\$ _____
DIRECT COSTS (EXCEPT LABOR)			
Travel Costs		_____	
Equipment and Supplies (Itemized)		_____	
Other Direct Costs (Itemized)		_____	
			\$ _____
TOTAL COSTS			\$ _____

2. The invoice must be submitted on the contractor's letterhead, signed by an authorized representative, and include the following information:
 - Agreement Number
 - Invoice Date
 - Description of work completed
 - Method of computing amount
 - Total amount due
3. Submit invoices to:
Board of State and Community Corrections
Attention: CalVIP
2590 Venture Oaks Way, Suite 200
Sacramento, CA 95833

Or

Accounting@bscc.ca.gov
4. Payment will be processed upon approval and acceptance of invoice. Payment terms shall be net forty-five (45) days, as required by the Prompt Payment Act.

B. Budget Contingency Clause

1. This grant agreement is valid through tax revenue deposited in the Gun Violence Prevention and School Safety Fund and allocated to the BSCC. The Grantee agrees that the BSCC's obligation to pay any sum to the grantee under any provision of this agreement is contingent upon the availability of sufficient funding deposited in the Gun Violence Prevention and School Safety Fund. It is mutually agreed that if there are insufficient funds deposited in the Gun Violence Prevention and School Safety Fund in the current year, and/or any subsequent years, covered under this agreement, this agreement shall be of no further force and effect. In this event, the BSCC shall have no liability to pay any funds, whatsoever, to the contractor, or to furnish any other considerations under this agreement, and the contractor shall not be obligated to perform any provisions of this agreement.
2. If funding, for any fiscal year, is reduced or deleted for purposes of this program, the BSCC shall have the option to either cancel this agreement, with no liability occurring to the State, or offer an agreement amendment to the contractor which reflects the reduced amount.

EXHIBIT B1

Budget Justification

The Budget Justification will include the following items in this format.

Personnel

Name. *Starting with the Principal Investigator list the names of all known personnel who will be involved on the project for each year of the proposed project period. Include all collaborating investigators, individuals in training, technical and support staff or include as “to be determined” (TBD).*

Role on Project. *For all personnel by name, position, function, and a percentage level of effort (as appropriate), including “to-be-determined” positions.*

Fringe Benefits.

In accordance with University policy, explain the costs included in the budgeted fringe benefit percentages used, which could include tuition/fee remission for qualifying personnel to the extent that such costs are provided for by University policy, to estimate the fringe benefit expenses on Exhibit B.

Travel

Itemize all travel requests separately by trip and justify in Exhibit B1, in accordance with University travel guidelines. Provide the purpose, destination, travelers (name or position/role), and duration of each trip. Include detail on airfare, lodging and mileage expenses, if applicable. Should the application include a request for travel outside of the state of California, justify the need for those out-of-state trips separately and completely.

Materials and Supplies

Itemize materials supplies in separate categories. Include a complete justification of the project’s need for these items. Theft sensitive equipment (under \$5,000) must be justified and tracked separately in accordance with State Contracting Manual Section 7.29.

Equipment

List each item of equipment (greater than or equal to \$5,000 with a useful life of more than one year) with amount requested separately and justify each.

Consultant Costs

Consultants are individuals/organizations who provide expert advisory or other services for brief or limited periods and do not provide a percentage of effort to the project or program.

Consultants are not involved in the scientific or technical direction of the project as a whole. Provide the names and organizational affiliations of all consultants. Describe the services to be performed, and include the number of days of anticipated consultation, the expected rate of compensation, travel, per diem, and other related costs.

Subawardee (Consortium/Subrecipient) Costs

Each participating consortium organization must submit a separate detailed budget for every year in the project period in Exhibit B2 Subcontracts. Include a complete justification for the need for any subawardee listed in the application.

Other Direct Costs

Itemize any other expenses by category and cost. Specifically justify costs that may typically be treated as indirect costs. For example, if insurance, telecommunication, or IT costs are charged as a direct expense, explain reason and methodology.

Rent

If the scope of work will be performed in an off-campus facility rented from a third party for a specific project or projects, then rent may be charged as a direct expense to the award.

Indirect (Facilities & Administration) Costs

Indirect costs are calculated in accordance with the University budgeted indirect cost rate in Exhibit B.

EXHIBIT B2 (IF APPLICABLE)

Budget Estimates Pertaining to Subcontractors (when applicable)

Principal Investigator (Last, First):

COMPOSITE BUDGET: ESTIMATE FOR ENTIRE PROPOSED PROJECT PERIOD
07/01/2019 to 05/31/202

From: To:						
BUDGET CATEGORY		Year 1	Year 2	Year 3	Year 4	TOTAL
PERSONNEL: <i>Salary and fringe benefits</i>		\$0	\$0	\$0	\$0	\$0
TRAVEL		\$0	\$0	\$0	\$0	\$0
MATERIALS & SUPPLIES		\$0	\$0	\$0	\$0	\$0
EQUIPMENT		\$0	\$0	\$0	\$0	\$0
CONSULTANT		\$0	\$0	\$0	\$0	\$0
SUBRECIPIENT		\$0	\$0	\$0	\$0	\$0
OTHER DIRECT COSTS (ODC)	<i>Subject to IDC Calc</i>					
ODC #1	Y	\$0	\$0	\$0	\$0	\$0
ODC #2	Y	\$0	\$0	\$0	\$0	\$0
ODC #3	Y	\$0	\$0	\$0	\$0	\$0
ODC #4	Y	\$0	\$0	\$0	\$0	\$0
ODC #5	Y	\$0	\$0	\$0	\$0	\$0
ODC #6	Y	\$0	\$0	\$0	\$0	\$0
TOTAL DIRECT COSTS		\$0	\$0	\$0	\$0	\$0
Indirect (F&A Costs)						
	F&A Base					
<i>On-Campus</i>	<i>MTDC</i>	\$0	\$0	\$0	\$0	\$0
Indirect (F&A) Costs	40.00%	\$0	\$0	\$0	\$0	\$0
TOTAL ESTIMATED COSTS PER YEAR		\$0	\$0	\$0	\$0	\$0
TOTAL ESTIMATED COSTS FOR PROPOSED PROJECT PERIOD						\$0

JUSTIFICATION See Exhibit B1 – Follow the budget justification instructions.

Project Period Budget Flexibility

Prior approval is required for all budget changes to identified budget above.

EXHIBIT B3

Invoice and Detailed Transaction Ledger Elements

In accordance with Section 14 – Payment and Invoicing, the invoice, summary report and/or transaction/payroll ledger shall be certified by the University’s Financial Contact and the PI.

Summary Invoice – includes either on the invoice or in a separate summary document – by approved budget category (Exhibit B) – expenditures for the invoice period, approved budget, cumulative expenditures and budget balance available¹

- Personnel
- Equipment
- Travel
- Subawardee – Consultants
- Subawardee – Subcontract/Subrecipients
- Materials & Supplies
- Other Direct Costs
 - TOTAL DIRECT COSTS (if available from system)
- Indirect Costs
 - TOTAL

Detailed transaction ledger and/or payroll ledger for the invoice period ²

- University Fund OR Agency Award # (to connect to invoice summary)
- Invoice/Report Period (matching invoice summary)
- General Ledger Account/Object Code
- Doc Type (or subledger reference)
- Transaction Reference#
- Transaction Description, Vendor and/or Employee Name
- Transaction Posting Date
- Time Worked
- Transaction Amount

¹ If this information is not on the invoice or summary attachment, it may be included in a detailed transaction ledger.

² For salaries and wages, these elements are anticipated to be included in the detailed transaction ledger. If all elements are not contained in the transaction ledger, then a separate payroll ledger may be provided with the required elements.

EXHIBIT C

University Terms and Conditions UTC-116

AB20 State/University Model Agreement Terms & Conditions

<https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Model-Contract-Language>

**SAMPLE STANDARD CONTRACT
(PRIVATE COMPANIES)**

STANDARD AGREEMENT

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER	PURCHASING AUTHORITY NUMBER (If Applicable)

1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

CONTRACTOR NAME

2. The term of this Agreement is:

START DATE

THROUGH END DATE

3. The maximum amount of this Agreement is:

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Agreement.

Exhibits	Title	Pages
Exhibit A	Scope of Work	
Exhibit B	Budget Detail and Payment Provisions	
Exhibit C *	General Terms and Conditions	
+		
-		

Items shown with an asterisk (), are hereby incorporated by reference and made part of this agreement as if attached hereto.**These documents can be viewed at <https://www.dgs.ca.gov/OLS/Resources>**IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.***CONTRACTOR**

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

CONTRACTOR BUSINESS ADDRESS	CITY	STATE	ZIP
PRINTED NAME OF PERSON SIGNING	TITLE		
CONTRACTOR AUTHORIZED SIGNATURE	DATE SIGNED		

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME

CONTRACTING AGENCY ADDRESS	CITY	STATE	ZIP
PRINTED NAME OF PERSON SIGNING	TITLE		
CONTRACTING AGENCY AUTHORIZED SIGNATURE	DATE SIGNED		

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL

EXEMPTION (If Applicable)

EXHIBIT A

SCOPE OF WORK

a) Scope and Description

1. *Contractor Name* (“*Contractor*”) agrees to provide the Board of State and Community Corrections (BSCC), (*type of service*) as described herein.
2. The agreement period is from (*date*) to (*date*).
3. The project representatives during the term of this agreement will be:

State Agency:	Contractor:
Name:	Name:
Phone:	Phone:
Cell:	Fax:

4. This project will provide comprehensive technicals assistance and training programs to support and strengthen the capacity of nonprofit community-based organizations (CBOs) working in the Community Violence Intervention (CVI) field.
5. Deliverables for this contract:

a) **Technical Assistance & Capacity-Building Plan**

A strategic plan outlining the TA and capacity-building services to be provided to nonprofit CBOs engaged in CVI work. The plan will define the scope of TA, service tiers, delivery methods (issue-specific calls, onsite visits, individualized support), and expected outcomes. Services will be tailored to the unique needs and readiness levels of each CBO.

b) **Training Program**

A structured curriculum of virtual and in-person training opportunities designed to strengthen organizational capacity in CVI program implementation, financial management, data systems, and staff development. The program will outline training topics, formats, learning objectives, and methods for evaluating participant progress.

c) **Work Plan, Training Timeline, and TA Schedule**

A comprehensive work plan detailing the full schedule of TA and training activities, including milestones, responsible parties, and deadlines for all deliverables. The plan will include the projected number of CBOs to be served, communication protocols with BSCC, and the timeline for both TA and training delivery. Participation in issue-specific TA calls will be incorporated into the schedule.

d) **Needs Assessment Tool & Methodology**

A standardized tool or methodology, such as a rubric, survey, or interview protocol, to identify and prioritize CBOs most in need of TA, training, and capacity-building

support. The tool will define data sources, scoring criteria, and decision-making processes to ensure consistent and equitable assessment.

e) CBO Engagement Plan

A targeted engagement strategy outlining outreach, communication, and onboarding processes for CBOs across identified jurisdictions. The plan will define engagement cadence, communication channels, and methods for supporting and retaining CBO participation throughout the TA and training cycle.

f) Meeting Participation

Active participation in BSCC meetings, orientations, webinars, Quarterly Project Director Meetings, and other required events to ensure alignment, coordination, and timely communication.

g) Logistics Coordination

Management of logistics for all TA, training, and capacity-building activities, including venue coordination, materials preparation, virtual platform support, travel arrangements, and space/supply needs for in-person events.

h) Progress & Final Reports

- **Progress reports** summarizing TA and training activities, participation metrics, outcomes, and challenges.
- **Final comprehensive report** detailing overall effectiveness, performance metrics, lessons learned, and methods used to evaluate TA and capacity-building impact.

B. Dispute Resolution Clause

1. The parties shall deal in good faith and attempt to resolve potential disputes informally. If the dispute persists, Contractor shall submit to the Executive Director or designee a written demand for a final decision regarding the disposition of any dispute between the parties arising under, related to or involving this Contract, unless the State, on its own initiative, has already rendered such a final decision. Contractor's written demand shall be fully supported by factual information, and if such demand involves a cost adjustment to the Contract, Contractor shall include with the demand a written statement signed by an authorized person indicating that the demand is made in good faith, that the supporting data are accurate and complete and that the amount requested accurately reflects the Contract adjustment for which Contractor believes the State is liable. If the Contractor is not satisfied with the decision of the Executive Director or designee, the Contractor may appeal the decision to the Department of General Services, Deputy Director, Procurement Division. In the event that this Contract is for information technology Goods and/or services, the decision may be appealed to an Executive Committee of State and Contractor personnel.
2. Pending the final resolution of any dispute arising under, related to or involving this Contract, Contractor agrees to diligently proceed with the performance of this Contract, including the delivery of Goods or providing of services in accordance with the State's instructions. Contractor's failure to diligently proceed in accordance with the State's instructions shall be considered a material breach of this Contract.

3. Any final decision of the State shall be expressly identified as such, shall be in writing, and shall be signed by the Executive Director or designee or Deputy Director, Procurement Division if an appeal was made. If the State fails to render a final decision within 90 days after receipt of Contractor's demand, it shall be deemed a final decision adverse to Contractor's contentions. The State's final decision shall be conclusive and binding regarding the dispute unless Contractor commences an action in a court of competent jurisdiction to contest such decision within 90 days following the date of the final decision or one (1) year following the accrual of the cause of action, whichever is later.

C. Executive Order N-6-22 – Russia Sanctions

On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. "Economic Sanctions" refers to sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law. The EO directs state agencies to terminate contracts with, and to refrain from entering any new contracts with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, should the State determine Contractor is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of this agreement. The State shall provide Contractor advance written notice of such termination, allowing Contractor at least 30 calendar days to provide a written response. Termination shall be at the sole discretion of the State.

D. GENERATIVE AI REQUIREMENTS

The State of California seeks to realize the potential benefits of GenAI, through the development and deployment of GenAI, while balancing the risks of these technologies.

Bidder/Offeror must notify the State in writing if it: (1) intends to provide GenAI as a deliverable to the State; or (2), intends to utilize GenAI, including GenAI from third parties, to complete all or a portion of any deliverable that materially impacts: (i) functionality of a State system, (ii) risk to the State, or (iii) Contract performance. For avoidance of doubt, the term "materially impacts" shall have the meaning set forth in State Administrative Manual (SAM) 4986.2.

Failure to report GenAI to the State may result in disqualification. The State reserves its right to seek any and all relief it may be entitled to as a result of such non-disclosure.

Upon notification by a Bidder/Offeror of GenAI as required, the State reserves the right to incorporate GenAI Special Provisions into the final contract or reject bids/offers that present an unacceptable level of risk to the State.

Government Code 11549.64 defines "Generative Artificial Intelligence (GenAI)" as an artificial intelligence system that can generate derived synthetic content, including text, images, video, and audio that emulates the structure and characteristics of the system's training data.

EXHIBIT B

BUDGET DETAIL AND PAYMENT PROVISIONS

A. Invoicing and Payment

1. For services satisfactorily rendered, and upon receipt and approval of the invoices, the BSCC agrees to compensate the contractor, in monthly arrears, for actual expenditures incurred in accordance with the rates specified below:

DIRECT LABOR	HOURS	RATE	TOTAL
Title _____	_____	_____	_____
Title _____	_____	_____	_____
Title _____	_____	_____	_____
Title _____	_____	_____	_____
			\$ _____
SUBCONTRACTOR(S) COST ITEMIZED			\$ _____
INDIRECT COSTS (OVERHEAD AND FRINGE BENEFITS)			
Overhead Rate	_____	_____	
Fringe Benefits	_____	_____	
			\$ _____
DIRECT COSTS (EXCEPT LABOR)			
Travel Costs		_____	
Equipment and Supplies (Itemized)		_____	
Other Direct Costs (Itemized)		_____	
			\$ _____
TOTAL COSTS			\$ _____

2. The invoice must be submitted on the contractor's letterhead, signed by an authorized representative, and include the following information:
 - Agreement Number
 - Invoice Date
 - Description of work completed
 - Method of computing amount
 - Total amount due
3. Submit invoices to:
Board of State and Community Corrections
2590 Venture Oaks Way, Suite 200
Sacramento, CA 95833

Or

Accounting@bscc.ca.gov
4. Payment will be processed upon approval and acceptance of invoice. Payment terms shall be net forty-five (45) days, as required by the Prompt Payment Act.

B. Budget Contingency Clause

1. This grant agreement is valid through tax revenue deposited in the Gun Violence Prevention and School Safety Fund and allocated to the BSCC. The Grantee agrees that the BSCC's obligation to pay any sum to the grantee under any provision of this agreement is contingent upon the availability of sufficient funding deposited in the Gun Violence Prevention and School Safety Fund. It is mutually agreed that if there are insufficient funds deposited in the Gun Violence Prevention and School Safety Fund in the current year, and/or any subsequent years, covered under this agreement, this agreement shall be of no further force and effect. In this event, the BSCC shall have no liability to pay any funds, whatsoever, to the contractor, or to furnish any other considerations under this agreement, and the contractor shall not be obligated to perform any provisions of this agreement.
2. If funding, for any fiscal year, is reduced or deleted for purposes of this program, the BSCC shall have the option to either cancel this agreement, with no liability occurring to the State, or offer an agreement amendment to the contractor which reflects the reduced amount.

EXHIBIT C

GENERAL TERMS AND CONDITIONS (GTC 02/2025)

The State of California General Terms and Conditions will be included in the contract by reference to the internet site:

<https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language>