



Solicitation HBEX4 – Request for CalHEERS Development and Operations Services

Addendum #4

February 22, 2012

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The following changes have been made to Solicitation HBEX4 – Request for CalHEERS Development and Operations Services:

1. **Section 2.2.1 - Solicitation Schedule** – Table 5 Key Action Date – Proposal Submission Deadline has been changed to **March 5, 2012 at 4:00 p.m.**
2. **Section 5.6 - Proposal Submission Instructions** – Updates include revised Proposal submission instructions.
3. **Other** – This Solicitation does not allow submission of a Statement of Work. Vendors are advised to not include any items, such as a Statement of Work, that are not included in Section 5 – Proposal Preparation Instructions.

- Best and Final Offer
- Notice of Intent to Enter into Negotiations
- Contract Award

These steps are identified in Section 2.2.1 – Solicitation Schedule and described in the subsequent subsections.

2.2.1 Solicitation Schedule

Table 5– Key Action Dates outlines the Schedule for important Activities and Dates. Unless otherwise stated, the deadline for all Scheduled Activities is 4:00 p.m., Pacific Time (PT) on the specified date. If the Exchange finds it necessary to change any of the dates prior to Final Proposal submission, it will be accomplished through an addendum to this Solicitation. Addendums will be posted on the Exchange web Site. All dates subsequent to the Final Proposal submission date are approximate and may be adjusted as conditions dictate without an addendum to this Solicitation. The Solicitation Schedule is as follows:

Table 5 – Key Action Dates

	Activity	Date
1.	Draft Solicitation Released for Public Comment	12/20/2011
2.	Notice of Intent to Respond Due	12/30/2011
3.	Public Comments Due	12/30/2011 5:00 PM
4.	CalHEERS Solicitation Library Available to Vendors	01/18/2012
5.	Solicitation Released	01/18/2012
6.	Deadline to Schedule Confidential Concept Presentations	01/2-7/2012 5:00 PM
7.	Model Contract and Amendment 1 Released	01/26/2012
8.	Voluntary Pre-bid Vendor Conference	01/27/2012
9.	Confidential Concept Presentations	01/30 - 02/3/2012
10.	Deadline to Schedule Confidential Model Contract Discussions	01/31/2012 5:00 PM
11.	Deadline to Schedule Cost Schedules Webinar	01/30/2012
12.	Last day to submit Written Questions on Cost Schedules	01/31/2012
13.	Cost Schedule Webinar	02/01/2012
14.	Confidential Model Contract Discussions	02/6 - 02/10/2012
15.	Possible Addendum Released	02/8 - 02/13/2012
16.	Last day to submit Written Questions on Solicitation	02/14/2012 12:00 pm
17.	Last day to respond to Questions on Solicitation	02/16/2012
18.	Proposal Submission Deadline	02/29/03/05/2012

- **Attachment 9 – Proposal Contract Exceptions Table** is used by Vendors in their Proposals to identify and document exceptions Vendors may have in the Model Contract (*submitted by Proposing Vendor*).
- **Attachment 10 – Darfur Contracting Act Certification**, pursuant to Public Contract Code section 10478, is a required form. If a bidder or proposer currently or within the previous three years has had business activities or other Operations outside of the United States, it must certify that it is not a “scrutinized” company as defined in Public Contract Code section 10476 (*submitted by Proposing Vendor and Major Subcontractors*).
- **Attachment 11 – DVBE and Small/Micro Business Participation Forms** are required to document Vendor's proposed planned use for and Documentation of DVBEs and Small/Micro Businesses (*submitted by Proposing Vendor*).
- **Attachment 12 – Workers Compensation Certification Form** is used to certify Vendor's intention to comply with California Labor Code (*Proposing Vendor and all Subcontractors*).
- **Attachment 13 – Form 700 Fair Political Practices Commission** requires use of this form for conflict of interest Certification. Form 700 will be completed by the staff of the successful Vendor. **Proposing Vendors are not to submit Attachment 13 with its proposal.**
- **Attachment 14 – Iran Contracting Act of 2010** pursuant to Public Contract Code Sections 2200 through 2208, includes preclusions for bidders if invested in activities in Iran (*Proposing Vendor and all Subcontractors*).
- **Attachment 15 – Std. 204 Payee Data** is a required form for the State to pay vendors and can be found here: <http://www.documents.dgs.ca.gov/pd/masters/debris/Std204.pdf>. This form will be required during the proposal process and finalized after Contract award (*submitted by Proposing Vendor*).
- **Attachment 16 – Proposal Project Plan** contains the Vendor's initial MS Project Work Plan (*submitted by Proposing Vendor*).

5.6 PROPOSAL SUBMISSION INSTRUCTIONS

The Proposal must each be submitted in sealed envelope(s) or package(s) clearly labeled "CA Exchange Solicitation HBEX4", marked with the proposing Vendor's name and address, and packaged as follows:

- The Vendor must submit one signed original of Sections 1, 2, and 4 clearly marked as "Master Copy", plus five hard copies, and one (1) Master and 30 electronic, sequentially numbered, non-password protected, reproducible copies on CD-ROMs or DVDs using Microsoft Office.
- The Vendor must submit one signed original of Section 3 clearly marked as "Master Cost Proposal Copy", plus five hard copies, and one (1) Master and five electronic, sequentially numbered, non-password protected reproducible copies on CD-ROMs or DVDs using Microsoft Office.

If discrepancies are found between two or more copies of the Proposal, the Proposal may be rejected. However, if not rejected, the Master Copy will provide the basis for resolving such discrepancies.

Inadequate, incomplete, or otherwise non-responsive Proposals may result in elimination from further consideration, at the sole discretion of the Exchange.

The Proposals are due at the address, as specified in Section 2.1 – Solicitation Single Point of Contact on or before the date and time specified in Section 2.2.1 – Solicitation Schedule. The