



LINDA S. ADAMS
SECRETARY FOR ENVIRONMENTAL
PROTECTION

CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD



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Date: April 14, 2009

To: All Prospective Contractors

RE: Statewide Program Environmental Impact Report for Anaerobic Digestion
#IWM08047

Addendum No. 2 To the Request For Qualifications (RFQ)

This addendum #2 incorporates the following revisions to this RFQ, as Attachment F and Attachment G.

Additionally, the deadline has been extended to April 21, 2009.

Please see the attached documents.

Sincerely,

Original signed by

Wendy Roberson
Contract Analyst



INTEGRATED
WASTE
MANAGEMENT
BOARD



SOQ SUBMITTAL REQUIREMENTS CONTINUED

SECTION III

*Small Business (SB)
Participation*

The CIWMB expects a minimum of twenty-five percent (25%) of the project tasks to be contracted to a California OSDS Certified SB that performs a commercially useful function. The Proposer shall certify on Attachment E that they will comply with this requirement or make good faith efforts to meet this goal. If awarded the Agreement, the Proposer will be required to submit evidence with each Task that it has either met these participation goals (Attachment F) or made a good faith effort to meet the goals (Attachment G).

Attachment F must be completed and submitted with the SOQ package if the Proposer is a certified Small Business. The SB preference will not be applied unless the Proposer has completed Attachment F.

The participation goal for the Agreement can be achieved by a combined effort of the Proposer and/or any subcontractors, as follows:

- If the Proposer is a Certified OSDS SB, as defined in Section VII *Definitions and Terms*, the *Participation Summary* (Attachment F) must be completed and submitted with the SOQ package; or
- If the Proposer has identified subcontractors to be utilized to meet this goal, the *Participation Summary* (Attachment F) must be completed and submitted with the SOQ package; or
- If the Proposer has made a good faith effort (see requirements on Attachment G) to meet the 25% goal and has been unable to secure a certified OSDS SB, a *Demonstration of Good Faith Effort* (Attachment G) must be completed and the *Participation Summary* (Attachment F) must indicate the percentage (even if zero) of services that will be provided by the SB. Both forms must be submitted with the SOQ package.

*Disabled Veteran
Business Enterprise
Participation*

The CIWMB expects a minimum of three percent (3%) of the project services to be contracted to a California OSDS Certified DVBE that performs a commercially useful function. Proposers are encouraged to read and apply the information provided in the DVBE Resource Packet at <http://www.pd.dgs.ca.gov/Publications/resource.htm>.

Any Proposer competing in this RFQ process shall certify on Attachment E that they will

(DVBE)

comply with this requirement or make good faith efforts to meet this goal. If awarded an Agreement, the Proposer/Contractor will be required to submit evidence with each Payment Request that it has either met these participation goals (Attachment F) or made a good faith effort to meet the goals (Attachment G).

Attachment F must be completed and submitted with the SOQ package if the Proposer is a certified Disabled Veteran Business Enterprise. The DVBE preference will not be applied unless the Proposer has completed Attachment F.

The participation goal for this Agreement can be achieved by a combined effort of the Proposer and/or any subcontractors, as follows:

- If the Proposer is a Certified OSDS DVBE, as defined in Section VII *Definitions and Terms*. The *Participation Summary* (Attachment F) must be completed and submitted with the SOQ package; or
 - If the Proposer has identified subcontractors to be utilized to meet this goal, the *Participation Summary* (Attachment F) must be completed and submitted with the SOQ package; or
 - If the Proposer has made a good faith effort (see requirements on Attachment G) to meet the 3% goal and has been unable to secure a certified OSDS DVBE, a *Demonstration of Good Faith Effort* (Attachment G) must be completed and the *Participation Summary* (Attachment F) must indicate the percentage (even if zero) of services that will be provided by the DVBE. Both forms must be submitted with the SOQ package.
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Small Business/Disabled Veteran Business Enterprises (DVBE) Participation Summary

Please Note: This form is only required at the time of SOQ submittal if the prime contractor is a certified small and/or disabled veteran business enterprise.

The Proposer receiving award of this contract must submit this form, indicating SB/DVBE participation levels for the contract and if less than 25% SB and/or 3% DVBE the Proposer must also complete and submit the Good Faith Effort form.

MARK ONE FOR EACH PROPOSER USED			NAME OF PROPOSER	NATURE OF WORK	TOTAL AMOUNT OF WORK (Mark one for each Proposer used and indicate \$ or %)		IS CERTIFICATION FORM ATTACHED?
PRIME BIDDER	SUBCONTRACTOR	SUPPLIER			SMALL	DVBE	
					%	%	
					%	%	
					%	%	
					%	%	
					%	%	
					%	%	
					%	%	

The appropriate certification letter issued by the Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS) can be attached for each Small and DVBE business identified.

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Demonstration of Good Faith Efforts

Check only one: Small Business Disabled Veteran Business Enterprise
 Use same template, but submit separate forms for SB and DVBE efforts for each **work plan** submitted, checking the appropriate box above. **Note: This form must be submitted if the participation levels indicated on the SB/DVBE Participation Summary form are less than 25% for SB and 3% for DVBE for any Work Plan.**

1	Contact made with California Integrated Waste Management Board to identify potential SB/DVBE Proposers.		
	Name of Person Contacted: _____ Title: _____		
	Date of Contact: _____		
2	Contact made with other State agencies, including the Department of General Services, to identify potential SB/DVBE Proposers.		
	Agencies Contacted:		
	<u>Name of Agency</u>	<u>Person</u>	<u>Date of Contact</u>
3	Advertisements published in at least one trade paper and one at least one focus paper focusing on SB/DVBE Proposers. Bidders must publish advertisements in trade and focus publications at least 14 calendar days before the date the bid or SOQ is due. Attach a copy of each advertisement. Placeholder lists are not acceptable.		
	<u>Name of Paper or Publication</u>	<u>Date Published</u>	
4	Invitations to bid sent to potential SB/DVBE Proposers.		
	<u>SENT</u>	<u>PROPOSER</u>	<u>CONTACT</u>
	<u>DATE</u>		

Demonstration of Good Faith Efforts (Cont'd)



Name of Proposer: _____ Person Contacted: _____

Nature of Work: _____ Telephone No.: _____

Results of Contact:

Reasons if Rejected:

Name of Proposer: _____ Person Contacted: _____

Nature of Work: _____ Telephone No.: _____

Results of Contact:

Reasons if Rejected:

Name of Proposer: _____ Person Contacted: _____

Nature of Work: _____ Telephone No.: _____

Results of Contact:

Reasons if Rejected:

~~Please Note: This form is not required at the time of SOQ submittal, but will be required for each work plan in which the Contractor has less than 25% SB and/or 3% DVBE participation.~~