



LINDA S. ADAMS
SECRETARY FOR ENVIRONMENTAL
PROTECTION

CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD



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Date: March 20, 2009

To: All Prospective Contractors

RE: Outreach and Education Campaign to Promote the Use of Tire-Derived Products #IWM08039

Addendum No. 2 To the Request For Proposal, Secondary (RFP(S))

The following additional questions were submitted in response to the RFP(S) and answers to each follow the question.

Q1: Can you please show an example of how the small business and disadvantaged business enterprise preference points will be calculated/applied to the scores?

A1: Small Business and Disabled Veterans Business Enterprise preference points are calculated and applies as follows in an RFP Secondary evaluation, such as this one:

SAMPLE: HIGH SCORE METHOD

Available points example using sliding scale:

200 points – administrative

400 points – technical

600 points – cost Possible Maximum 60 points DVBE incentive

1200 points calculated as follows:

**Possible
Maximum 60
points DVBE
incentive
calculated as
follows:

Confirmed DBVE Participation	Possible Points Calculations	
1% - 1.99% inclusive	1% X 1200 = 12	
2% - 2.99% inclusive	2% X 1200 = 24	
3% - 3.99% inclusive	3% X 1200 = 36	
4% - 4.99% inclusive	4% X 1200 = 48	
5% and Higher	5% X 1200 = 60	



SAMPLE RESULTS: HIGH SCORE METHOD

C	Proposing Firm	A	B
Responsive/Responsible	Yes	Yes	Yes
Total Points	1050	1155	1125
Eligible Preference	SB	None	SB
SB Preference Points Applied	57.75	0	57.75
Subtotal	1107.75	1155	1182.75
Rank	3	2	1
Confirmed DVBE Participation	No (0%)	Yes (5%)	Yes (2%)
Incentive Points Applied	None	60	24
Adjusted Points	1107.75	1215	1206.75
New Rank	3	1	2

Order of Evaluation

- a. Small Business Preference is calculated by multiplying the highest total points achieved by 5% and adding the resulting calculation to the total points of the Small Business firm. In this sample the calculation was based on 1155 points x .05 resulting in 57.75 additional points added to the certified Small Businesses (A and C)
- b. DVBE Incentive Points are factored by multiplying the DVBE participation (%) identified by the total possible points that could be awarded (1200). This amount is then added to the firm's total points. In the sample above, Firm B had 60 additional points added (.05% x 1200 total points available) to their total points placing them first for award. Firm C received 24 Incentive points, but this was not enough to place them first for award)
- c. Under High Score Method, it is possible to displace a high point Certified Small Business with the Application of the DVBE Incentive.

Department of Water Resources Page 3 4/11/2008 Sample DVBE Incentive Language for RFP Secondary
<http://www.documents.dgs.ca.gov/pd/smallbus/Advocates/IncentiveLanguageRFPSecondary.pdf#search=sample%20DVBE&view=FitH&pagemode=none>

Q2: If we are not going to bill CIWMB for any of our benefits, are we allowed to put a \$0 under fringe benefits? Will \$0 in fringe benefits be accepted as long as it has an explanation? Do we need provide an explanation for \$0 in fringe benefits every time or is it sufficient to write one blanket explanation to cover \$0 in fringe benefits.

A2 It is acceptable to insert a \$0 if you are truly not charging the CIWMB for any fringe benefits. However, it is not acceptable to build those fringe benefits into another category, such as overhead, and insert a \$0 for fringe benefits. A blanket explanation to cover \$0 for fringe benefits is acceptable as long as it is clear that it applies to all fringe benefit entries.

Q3: Do you want us to list costs for vendors (printers, etc.) on the cost proposal sheet? If yes, then where should those costs be noted?

A3: Yes. All costs required to implement the scope of work outlined in the RFP must be budgeted for on the Cost Proposal Sheet. If there is no specific place for them, then list them under the "Other" category, and clearly label them so that they can be associated with the appropriate task.

Q4: Do you consider a research consultant as a subcontractor or a vendor?

A4: A subcontractor

Q5: Can we pre-bill CIWMB for advertising/ out-of-pocket expenses? Or, what are your payment policies for advertising costs?

A5: No advertising or out-of-pocket expenses can be pre-billed. The CIWMB, like all State agencies, complies with the Prompt Payment Act, which requires payment within 45 days of receipt of an invoice with all required documentation. (Govt. Code § 927).

Q6: Is Rent included in the Overhead amount, since Rent is called out in another line item?

A6: Rent is part of Overhead. Please see the Revised Cost Proposal Sheet attached to this Addendum

Cost Proposal Sheet

Outreach & Education Campaign to Promote the Use of Tire-Derived Products IWM08039

Complete this form and submit the original in accordance with the requirements of this RFP.
Any invoices submitted by contractor will identify line item costs and corresponding task number.

Contractor/Company Name: _____

Task #	Personnel Services: <i>(Do not include travel or overhead) estimated # of hrs needed for contract services multiplied by the individual or position rates per hr.. (Include name/position title and hours)</i>				Fringe Benefits <i>(Identify fringe benefit costs citing actual benefits or as a percentage of personal services costs)</i>	Operating Expenses <i>(operating expenses related to the services provided in this agreement, including rent and supplies, as applicable)</i>	Equipment Costs <i>(Include a description of equipment)</i>	Travel Expenses <i>(Include travel expenses and per diem. Rates are set at the rate specified by DPA for excluded employees)</i>	Overhead <i>(This information must be provided)</i>	Other <i>(any other specific breakdown required to sufficiently explain the budget costs)</i>	Total by Task
	Name/ Position	\$/Hr	Hrs	Total \$							
<i>Total by Line Item</i>	<i>(Sum of Total \$)</i>										GRAND TOTAL

Acknowledgement/Authorization

The undersigned acknowledges the submittal of this proposal constitutes an irrevocable offer for a ninety (90) day period for the CIWMB to award an Agreement. Additional acknowledgement is made of receipt of all competitive documents, including Addenda, relating to this Agreement.

The undersigned acknowledges that the Proposer has read all of the requirements set forth in CIWMB documents and will comply with said provisions.

The undersigned hereby authorizes and requests any person, firm, agency, or corporation to furnish any information requested by the CIWMB in verification of the recitals comprising this Proposal and also hereby authorizes the CIWMB to contact such persons, firms, etc., in order to obtain information regarding the undersigned.

The undersigned acknowledges that there are no potential conflicts of interest, as defined in Public Contract Code (PCC) 10410, 10411, and Government Code (GC) 87100, by the submitting firm and/or any subcontractors listed in the Proposal.

I declare under penalty of perjury that the foregoing is true and correct.

Name & Title of Authorized
Representative:

Contractor Name:

Address:

Telephone #:

City, State Zip:

Email:

Signature of Authorized Representative:

Date Signed:

If fringe benefits and/or overhead are not specifically itemized in the Cost Proposal Sheet and if the proposer inserts a \$0, the proposer must explain why these line items are not itemized. A blank space for either fringe benefits or overhead will be grounds for immediate disqualification.

Failure to budget for all tasks included in the Scope of Work will be grounds for disqualification.
