



California Department of Forestry and Fire Protection (CAL FIRE)

REQUEST FOR QUOTE CAL FIRE PCR #: RFQ-ITS 1705

The California Department of Forestry and Fire Protection (hereinafter referred to as "CAL FIRE") is inviting you to review and respond to this solicitation for quote. The items are listed in Section A. Quote Items. Payment Terms are Net 45.

This solicitation is being conducted under the authority of the California Public Contract Code (PCC) Section [12100](#), purchasing authority for information technology (IT) goods and services. CAL FIRE has selected to use the Informal Competitive acquisition method. If claiming Small Business (SB) or Disabled Veteran Business Enterprise (DVBE) status, the vendor must hold a current SB or DVBE certification (GC Section [14838.5](#)).

Responses must comply with the instructions and requirements found herein. Failure to comply with any of the instructions or requirements may cause the response to be rejected. Award will be made to the bidder deemed responsive by meeting all the stated requirements. CAL FIRE may modify any part of the solicitation by issuance of one (1) or more amendment.

CAL FIRE CONTACT AND KEY ACTION DATES

Questions and responses must be submitted electronically via e-mail to the CAL FIRE Procurement Analyst by the Response Due Date identified below.

CAL FIRE CONTACT	
Procurement Analyst:	Ron Godfrey
Phone Number:	(916) 206-5353
E-mail Address:	Ron.godfrey@fire.ca.gov
KEY ACTION DATES	
Solicitation Release Date:	May 15, 2024
Response Due Date:	May 22, 2024

Bidder offers and agrees if this response is accepted within **60 calendar days** following the date the response is due to furnish all the items upon which prices are quoted, at the prices set opposite each item, delivered at the designated point(s) by the method of delivery and within the times specified and subject to the referenced General Provisions. DECLARATIONS UNDER PENALTY OF PERJURY; By signing below, with inclusion of the date of signature, the below signed bidder DECLARES UNDER PENALTY OF PERJURY under the laws of the State of California as follows: (1) (Statement of Compliance). The below signed as complied with the non-discrimination program requirements of Government Code 12990 and Title 2, California Administrative Code Section 8103, and such declaration is true and correct. (2) The National Labor Relations Board declaration set forth in Paragraph 48 of the General Provisions is true and correct. (3) If a claim is made for the Small Business or Disabled Veterans Business Enterprise preference, the information set forth within is true and correct.

Official Printed Name and Title (Must be authorized to bind Bidder contractually)	Official's Signature	Date

A. ITEMS REQUESTED

Please provide the quote for the following items, participants must be a certified reseller of KnowBe4 software to participate, must include:

Please quote the following:

	<u>Quantity</u>	<u>MFG Name</u>	<u>Description/Specifications</u>
Year 1	28,000	Knowbe4	Security Awareness Training Annual Subscription – Diamond (includes four (4) free months with Diamond Upgrade)
Year 2	28,000	Knowbe4	Security Awareness Training Annual Subscription - Diamond
Year 3	28,000	Knowbe4	Security Awareness Training Annual Subscription - Diamond
Year 4	28,000	Knowbe4	Security Awareness Training Annual Subscription - Diamond
Year 5	28,000	Knowbe4	Security Awareness Training Annual Subscription - Diamond

B. SHIPPING AND BILLING INFORMATION

The Ship To and the Bill To address will be in the PO header and the contact information will be located in the comments section at the bottom of the PO on the Purchase Order upon award.

Shipping:

California Department of Forestry and Fire Protection (CAL FIRE)
710 Riverpoint Court, Suite 150 West Sacramento, CA 95605
Attention: Ruben Ochoa-Banelos California Natural Resources Agency Phone: 916-296-9108 ruben.chocha-banelos@resources.ca.gov

Bill To: Send invoice by e-mail to:

California Department of Forestry and Fire Protection (CAL FIRE) Send invoice to: Its.administration@fire.ca.gov
P.O. BOX 944246 Sacramento, CA 94244-2460

Attention: Crystal Smith
Phone: 916-894-9605
crystal.smith@fire.ca.gov

C. REQUIREMENTS

The following requirements must be met. Failure to comply with any of the requirements may cause the response to be rejected.

1. Vendor must submit the response via e-mail to the Procurement Analyst by the due date provided in the Key Action Dates. The subject line shall include the CAL FIRE PCR number.
2. The response must be submitted on company's letterhead/quote and include company name, sales representative name, address, phone number(s), and email address.
3. The response must contain the following on company letterhead quote format:
 - a) Price for the item(s)
 - b) Sales tax (if applicable)
 - c) Electronic Delivery only
 - d) Discounts offered (Dollar or time and or upgrades)
 - e) Total cost
 - f) Term Dates for each year (note: CAL FIRE will create a new PO for each year listed above and is to be billed annually)
 - g) Shipping (if applicable)
*Shipping and Handling, which is taxable, must be noted on the quote.
 - h) E-Waste Fees (if applicable)
 - i) Number of days or date the quote is valid (must be valid for a minimum of 30 days)
4. The following documents shall be submitted with the response:
 - a) [Bidder Declaration \(GSPD-05-105\)](#)
 - b) [Commercially Useful Function \(CUF\) Documentation](#) (Required if the Vendor or a subcontractor is a SB/DVBE)
 - c) [DVBE Declarations \(DGS PD 843\)](#) (Required if the Vendor or a subcontractor is a DVBE)
 - d) [Civil Rights Certification](#) (Required if amount exceeds \$100,000)
 - e) [Iran Contracting Act Certification](#) (Required if amount exceeds \$1,000,000)
 - f) [Payee Data Record \(STD. 204\)](#) (Required if Vendor has not previously provided the STD. 204 to the State or if Vendor needs to update information)
 - g) [Seller's Permit](#) (Required for any tangible personal property purchase)
 - h) [CalRecycle 74 \(Revised 01/23\)](#)

D. BIDDER INSTRUCTIONS

Bidder Instructions (GSPD-451) are incorporated by reference and can be accessed here:

<https://www.dgs.ca.gov/-/media/Divisions/PD/PTCS/GSPD/Bidders-Instructions.pdf>. Vendors are advised to review the Bidder Instructions in addition to this solicitation to ensure submission of a responsive bid.

E. 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.

F. PLASTIC TRASH BAG CERTIFICATION VIOLATIONS

Public Resources Code §42290 et seq. prohibits the State from contracting with any supplier, manufacturer, or wholesaler, and any of its divisions, subsidiaries, or successors that have been determined to be noncompliant to the recycled content plastic trash bag certification requirements. This includes award of a State contract or subcontract or renewal, extension, or modification of an existing contract or subcontract. Prior to award the State shall ascertain if the intended awardee or proposed subcontractor is a business identified on the current CalRecycle noncompliant list(s). In the event of any doubt of the status or identity of the business in violation, the State will notify the Board of the proposed award and afford the Board the opportunity to advise the State. No award will be made when either the Bidder or a subcontractor has been identified either by published list or by advice from the Board, to be in violation of certification requirements.

G. TERMS AND CONDITIONS

This solicitation and Vendor quote are subject only to the following checked terms and conditions. CAL FIRE will not sign Vendor quote forms. Payment Terms are Net 45.

- Information Technology General Provisions (Form GSPD-401IT, revised and effective 06/21/2022) published at: <https://www.dgs.ca.gov/-/media/Divisions/PD/PTCS/OPPL/Model-Language/IT/ITGeneralProvisions062122.pdf?la=en&hash=A627F242C01919F872687EC62B8BC6BF41BE876E>
- Cloud Computing-Software as a Service (SaaS) General Provisions – Information Technology (DGS PD-401 IT CLOUD COMPUTING SaaS, revised and effective 06/21/2022) published at: https://www.dgs.ca.gov/-/media/Divisions/PD/PTCS/OPPL/Model-Language/CloudComputing_SaaSGeneralProvisions062122.pdf
- Cloud Computing-Software as a Service (SaaS) Special Provisions – Information Technology (revised 03/01/18 and effective 03/15/2018) published at: https://www.dgs.ca.gov/-/media/Divisions/PD/PTCS/OPPL/CLOUDCOMPUTINGSERVICESSPECIALPROVISIONS_18_0301

.docx

***** BELOW APPLIES ONLY TO THE BUYER*****

When amendments are necessary

Amendments to original purchase documents are necessary when there is any change or modification to the original document as issued to the supplier. Examples of when amendments are required include:

- A change in shipping terms
- A change in supplier's name
- A change in subcontractor(s)
- An increase or decrease of pricing/extended pricing/overall costs
- An addition or cancellation of an item or multiple items
- A change in the description, specifications, or substitution of any product

Warning: Letters or verbal notification between buyers and suppliers cannot be used to modify a contract. Contract changes/amendments must be formally executed in writing (via revised/amended PO) to modify a contract.

Supplier Treatment

Buyers conducting competitive procurements shall provide qualified suppliers with a fair opportunity to participate in the competitive solicitation process. Stimulating competition in a manner conducive to sound State fiscal practices emphasizing the elimination of favoritism, fraud, and corruption in awarding contracts.

Supplier Signatures

For **any** written solicitation, supplier quote and/or bid responses regardless of dollar value; solicitation format or delivery method (i.e., fax, electronically, mailed or delivered in person) **must include the signature of an authorized supplier representative of the bidder.**

Award

This contract shall be awarded based on lowest bid. In the event of a tie, IT procurement shall flip a coin to determine the contractor who shall be awarded the contract.