

**STATE OF CALIFORNIA  
DEPARTMENT OF JUSTICE**

RFQ Revised 2/25/2025

**Request for Quotation (RFQ)  
Informal Competitive (Open Market) – Over \$50K**

A. RFQ INFORMATION							
RFQ #	24-111	RFQ Issued Date:	3/24/2025	Addendum #:	Click or tap	Addendum Date:	Click or tap to enter a date
Product or Service Description: Addendum Reason (when applicable)		FARO 3D Laser Scanner or Equivalent and Accessories			Term Date:	5/1/2025-4/30/2028 BOD	

B. BID RESPONSE SUBMISSION DUE DATE			
Response Due Date:	4/7/2025	Response Due Time: Responses received after this time will be rejected	2:00 PM Pacific

C. SUBMISSION OF RFQ'S RESPONSE DOCUMENTS			
Procurement Analyst's Name:	Zua Cha	Delivery Address:	Please submit all responses to: DOJITPurchase@doj.ca.gov
Procurement Analyst's Email:	DOJITPurchase@doj.ca.gov		
Procurement Analyst's Phone:	916-210-5278		
<p>RFQ responses that reference a supplier's own terms and conditions or provisions may be considered non-responsive and subjected to rejection.</p> <p>Only RFQ responses quoted on the State's own Attachment A - Cost Worksheet form will be considered. Unless otherwise specified, RFQ response shall be submitted via email.</p> <p>Be advised, your response will become public record once the award becomes final. DOJ will provide access to all records upon request unless the law provides an exemption from mandatory disclosure or a court order is provided.</p>			

D. BIDDER INFORMATION					
Vendor Name:	Click or tap here to enter text.	Contact Name:	Click or tap here to enter text.		
		Contact Email:	Click or tap here to enter text.		
Vendor Address:	Click or tap here to enter text.	Contact Phone:	Click or tap here to enter text.		
		Federal Employer Identification Number:	Click or tap here to enter text.		
		California Seller's Permit Number:	Click or tap here to enter text.		
Are you claiming Preference as a California-certified Small Business?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, are you the manufacturer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
California-certified Small Business #:	Click or tap here to enter text.		Small Business Expiration Date:	Click or tap to enter a date.	

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Are you a non-Small Business claiming at least 25% Small Business Subcontractor Preference?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Section 14838 et seq. of the California Government Code requires that a 5% preference be given to bidders who qualify as a small business as a non-small business claiming at least 25% California certified small business participation for requirements. See Title 2, California Code of Regulations Section 1896 et seq. The requirements for nonprofit veteran service agencies qualifying as a small business are contained in Section 999.50 et seq. of the Military and Veterans code.			
Are you claiming Incentive as a California-certified Disabled Veteran Business Enterprise (DVBE)?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
California-certified DVBE #:	Click or tap here to enter text.	DVBE Expiration Date:	Click or tap to enter a date.
Are you claiming the Target Area Contract Preference Act (TACPA) Preference?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

## E. PRODUCT SHIPMENT

### Hardware Delivery Instructions:

All product(s) must be shipped to:	California Department of Justice 7425 Mission Blvd Jurupa Valley, CA 92509	Required Delivery Date:	5/1/2025
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Final delivery, inspection and acceptance shall be at the location described above.  
For the purposes of this RFQ, only RFQ responses quoting F.O.B Destination will be accepted.

### Software Delivery Instructions (Bidder, please select one of the following):

<input type="checkbox"/>	Software will be delivered via Electronic Download. No sales tax applies. All software product(s) information must be sent electronic download to <a href="mailto:CITPR@doj.ca.gov">CITPR@doj.ca.gov</a> .		
<input type="checkbox"/>	No software product(s) will be delivered. No sales tax applies. Send order confirmation to <a href="mailto:CITPR@doj.ca.gov">CITPR@doj.ca.gov</a> .		
<input type="checkbox"/>	<table border="1"> <tr> <td>Tangible software will be shipped F.O.B. Destination. Sales tax will apply. All tangible software product(s) must be delivered to:</td> <td>California Department of Justice ATTN: CITPR 4949 Broadway, D232 Sacramento, CA 95820</td> </tr> </table>	Tangible software will be shipped F.O.B. Destination. Sales tax will apply. All tangible software product(s) must be delivered to:	California Department of Justice ATTN: CITPR 4949 Broadway, D232 Sacramento, CA 95820
Tangible software will be shipped F.O.B. Destination. Sales tax will apply. All tangible software product(s) must be delivered to:	California Department of Justice ATTN: CITPR 4949 Broadway, D232 Sacramento, CA 95820		

Upon receipt of electronic download information, DGS PD 403 IT General Provisions (ITGP) Non-Cloud Goods and Services (Rev. 2/20/25) and DGS PD 402 IT General Provisions (ITGP) Cloud Computing Services (Rev. 2/20/25) will take precedence over the end user license agreement or "click to accept" terms and conditions.

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## F. BIDDER ACKNOWLEDGEMENT

Contact Name:	Click or tap here to enter text.	Signature Date:	Click or tap to enter a date.
Contact Title:	Click or tap here to enter text.	Contact Signature:	

Bidder agrees if their response is accepted within 45 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 attached General Provisions.

DECLARATIONS UNDER PENALTY OF PERJURY; By signing above, with inclusion of the date of signature, the above signed bidder DECLARES UNDER PENALTY OF PERJURY under the laws of the State of California as follows: (1) (STATEMENT OF COMPLIANCE). The above 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 preference, the information set forth within is true and correct.

By signing above, with inclusion of the date of signature, the above signed bidder accepts the terms and conditions referenced within the RFQ. The terms and conditions may be viewed via the referenced links within the RFQ. These terms and conditions are non-negotiable and no other terms and conditions will be accepted.

## 1. KEY ACTION DATES

Item #	Description	Due Date
1.	RFQ Released	3/24/2025
2.	Bidder Question Submission	3/31/2025
3.	Bidder RFQ Response	4/7/2025
4.	DOJ Assessment	4/10/2025
5.	DOJ Notice of Intent to Award	4/10/2025
6.	Protest Period (5 Business Days)	4/11/2025-4/18/2025
7.	Contract Award	4/23/2025

\*After Bidder RFQ Response submission, all key action dates are subject to change without the issuance of an addendum.

## 2. BIDDER RESPONSE REQUIREMENTS

The following documents are considered part of this RFQ and must be returned with the bidder's RFQ response or the RFQ response may be considered invalid and be rejected.

### RFQ Solicitation

All bidders must complete above Sections A through F, and sign the RFQ.

### ATTACHMENT A. Cost Worksheet

All bidders are required to submit the Attachment A – Cost Worksheet. The Cost Worksheet must be complete with pricing for all items requested.



ATTACHMENT A.  
Cost Worksheet.xlsm

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## **ATTACHMENT B. GSPD-05-105 - Bidder Declaration**

All bidders are required to submit the Bidder Declaration. When completing the declaration, bidders must identify all subcontractors proposed for participation in the contract. Bidders awarded a contract are contractually obligated to use the subcontractors for the corresponding work identified unless the State agrees to a substitution and it is incorporated by amendment to the contract.

At the State's option prior to award, bidders may be required to submit additional written clarifying information. Failure to submit the required written information as specified may be grounds for RFQ response rejection.

If claiming the non-small business subcontractor preference, the form must list all of the California certified small businesses with which you commit to subcontract in an amount of at least twenty-five percent (25%) of the net bid price. All certified small businesses must perform a "commercially useful function" in the performance of the contract as defined in Government Code Section 14837(d)(4).



ATTACHMENT B.  
GSPD-05-105 - Bidder Declaration

## **ATTACHMENT C. STD 204 - Payee Data Record and STD 205 – Payee Data Record Supplement**

All bidders are required to submit a STD 204 – Payee Data Record listing their Taxpayer Identification Number. Business address must match invoice remit address.

A STD 205 is optional and is used to provide remittance address information if different than the mailing address on the STD 204.



ATTACHMENT C.      ATTACHMENT C.  
STD 204 - Payee Data Record      STD 205 - Payee Data Record Supplement



## **ATTACHMENT D. California Secretary of State (SOS) Certificate**

You must provide your company's California Secretary of State Certificate if you do business in the State of California. SOS certification must be approved and in "Active" status prior to award per the California Secretary of State website:

<https://bizfileonline.sos.ca.gov/search/business>

Not required for foreign companies (non-California) who provide electronic download software purchases, sole proprietary or partnership businesses.

## **ATTACHMENT E. California Seller's Permit**

You must provide your company's California seller's permit or certification of registration and, if applicable, the permit or certification of all participating affiliates, issued by California's State Board of Equalization (BOE), pursuant to all requirements as set forth in Sections 6487, 7101 and sections 6452.1, 6487.3, 18510 of the Revenue and Taxation Code, and Section 10295.1 of the Public Contract code. In order to expedite the process of verifying the validity of the permit, provide the BOE permit number in the space in above Section D – Bidder Information.

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### **ATTACHMENT F. CalRecycle 74 – Postconsumer Recycled-Content Certification**

State agencies are required to report purchases in many product categories. In order to comply with those requirements, bidders are required to complete and return the attached Recycled Content Certification form with their RFQ response for orders that contain tangible products. Failure to complete and return the form may disqualify your RFQ response from consideration.



ATTACHMENT F.  
CalRecycle 74 - PCRC

### **ATTACHMENT G. STD 843 – Disabled Veteran Business Enterprise Declaration**

Bidders who have been certified by California as a DVBE (or who are bidding rental equipment and have obtained the participation of subcontractors certified by California as a DVBE) must also submit a completed form(s) STD. 843 - Disabled Veteran Business Enterprise Declaration. All disabled veteran owners and disabled veteran managers of the DVBE(s) must sign the form(s).



ATTACHMENT G.  
DGS PD 843 - DVBE I

### **ATTACHMENT H. Commercially Useful Function (CUF) Compliance Form**

Bidders who have been certified by California as a Small Business, Micro Business, or DVBE, must provide a written, signed statement detailing the role and services the Bidder and/or Subcontractor(s) will provide to meet the CUF requirement. A separate form (see attached) must be provided for each small businesses, micro businesses, and DVBE. **If neither a small business nor a DVBE will be participating in the offer then this form is not required.**



ATTACHMENT H.  
CUF - Vendor Form.

### **ATTACHMENT I. TACPA Preference Request**

**The Bidder's RFQ response need not contain the TACPA form if there is no intention to claim this preference.**

This RFQ contains the Target Area Contract Preference Act (TACPA) Preference Request form. Please carefully review the form and requirements. If applying for this preference, bidders must submit the preference request form. Denial of TACPA preference requests is not a basis for rejection of the bid.

The State, as part of its evaluation process reserves the right to verify, validate, and clarify all information contained in the bid. This may include, but is not limited to, information from bidders, manufacturers, subcontractors and any other sources available at the time of bid evaluation. Bidder refusal to agree to and/or comply with these terms, or failure to provide additional supporting information at the State's request may result in the denial of the preference requested.

Contracts awarded with applied preference will be monitored throughout the life of the contract for compliance with statutory, regulatory, and contractual requirements. The State will take appropriate corrective action and apply sanctions as necessary to enforce the preference program.

Any questions regarding TACPA preference should be directed to the Department of General Services, Procurement Division at [TACPA@dgs.ca.gov](mailto:TACPA@dgs.ca.gov).

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TACPA Standard Form 830

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

Manufacturer's Summary of Contract Activities and Labor Hours (Form DGS/PD 525)

<http://www.documents.dgs.ca.gov/dgs/fmc/gspd/gspd0525.pdf>

Bidder's Summary of Contract Activities and Labor Hours (Form DGS/PD 526)

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

## **ATTACHMENT J. California Civil Rights Certification**

For bids exceeding \$100,000, bidders must provide signed certification certifying they are in compliance with Unruh Civil Rights Act (Section 51 of the Civil Code) and the California Fair Employment and Housing Act (Chapter 7 (commencing with Section 12960) of Part 2.8 of Division 3 of Title 2 of the Government Code).



ATTACHMENT J. CA  
Civil Right Certificati

## **ATTACHMENT K. Statement of Work**

The following Statement of Work will be incorporated into your bid response.



ATTACHMENT K.  
RFQ 24-111 SOW.pd

## **Generative Artificial Intelligence (GenAI) Disclosure**

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.

## **Assumptions and Constraints**

There shall be no assumptions, conditions, or constraints included in the bidder's response. A bid may be rejected if it is conditional or incomplete, or if it contains any alterations of form or other irregularities of any kind.

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### 3. BIDDER'S RESPONSE ASSESSMENT

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#### **Assessment Information**

For assessment purposes, the method of award will be based on the following criteria:

- Lowest Cost

#### **Cash Discounts**

Cash discounts will not be considered when evaluating RFQ responses for award purposes. However, cash discounts may be offered and taken by departments processing invoices within the timeframe specified.

#### **Responsive and Responsible Bidder**

A bidder who is responsible and submits a responsive bid is one who clearly indicates compliance without material deviation from the solicitation's terms and conditions and who possesses the experience, facilities, reputation, financial resources and other factors existing at the time of contract award.

The Department of Justice may require bidder(s) to submit evidence of their qualifications at such times and under conditions, as it may deem necessary. The question of whether a particular bidder is a responsible bidder may involve an evaluation of the bidder's experience, type of facility, expertise or financial resources regarding the particular items requested by the pertinent RFQ. If a bidder has been determined to be non-responsible, the RFQ response shall be rejected.

#### **Tie Break Process**

In the event of a precise tie, if GC §14838(f) does not apply to the Bidders, award will be made to the first responsive bidder with the lowest price.

### 4. AWARD OF CONTRACT

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Award of contract, if made, will be made to a responsible bidder whose RFQ response complies with all the requirements of the RFQ documents and an addenda thereto, except for such immaterial defects as may be waived by the State.

Award, if made, will be made within forty-five (45) days after the scheduled date for Contract Award as specified in the RFQ; however, bidder may extend the offer beyond 45 days in the event of a delay of contract award.

The State reserves the right to determine the successful bidder(s) either on the basis of individual items or on the basis of all items included in its RFQ, unless otherwise expressly provided in the State's RFQ. Unless the bidder specifies otherwise in its RFQ response, the State may accept any item or group of items of any RFQ response. The State reserves the right to modify or cancel in whole or in part its RFQ.

Written notification of the State's intent to award will be made to all bidders. If a bidder, having submitted an RFQ response, can show that its RFQ response, instead of the RFQ response selected by the State, should be selected for contract award, the bidder will be allowed five (5) working days to submit a protest to the Intent to Award, according to the instructions contained in the paragraph titled "Protests" of this RFQ.

#### **Protests**

Any bidder's issues regarding RFQ requirements must be resolved (or attempts to resolve them must have been made) before a protest may be submitted according to the procedure below. These issues will first be resolved by the contact for the RFQ (the buyer) or if they result in a protest, the protest will be submitted to DGS Procurement Division Deputy Director to hear and resolve issues and whose decision will be final.

If a bidder has submitted a bid which it believes to be responsive to the requirements of the RFQ and to be the bid that should have been selected according to the evaluation procedures in the solicitation and the bidder believes the State has incorrectly selected another bidder for award, the bidder may submit a protest of the selection as described below.

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All protests of award must be made in writing, signed by an individual authorized to bind the bidder contractually and financially, and contain a statement of the reason(s) for protest; citing the law, rule, regulation or procedure on which the protest is based. The protester must provide facts and evidence to support the claim. RFQ Contact (the buyer) must be notified via email if you submit a protest. Protests must be mailed or delivered to:

**Street and Mailing Address:**  
Department of General Services  
Deputy Director  
Procurement Division  
707 Third Street, Second Floor South  
West Sacramento, CA 95605  
Facsimile No.: (916) 375-4611

All protests to the RFQ or protests concerning the evaluation, recommendation, or other aspects of the selection process must be received by the DGS Procurement Division Deputy Director as promptly as possible, but not later than the date indicated in the Notification of Intent to Award. Certified or registered mail must be used unless delivered in person, in which case the protester should obtain a receipt of delivery.

## 5. STATE OF CALIFORNIA TERMS AND CONDITIONS

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The following documents are incorporated by reference and may be viewed at the website listed.

1. Bidders Instructions (GSPD-451), Effective 11/09/11 (For the purposes of this RFQ #21 does not apply)  
<https://www.dgs.ca.gov/-/media/Divisions/PD/PTCS/OPPL/Model-Language/IT/GSPD451-110911.ashx?la=en&hash=9EED86E70D634F5F89087ACE5A3583FB0D79C347>
2. DGS PD 403 IT General Provisions (ITGP) Non-Cloud Goods and Services (Rev. 2/20/25)  
<https://www.dgs.ca.gov/%7E/media/Divisions/PD/Acquisitions/Solicitation-Documents/IT-General-Provisions-NonCloud-DGS-PD-403ITGP-Revised-02202025.pdf>

### Amendment

The Vendor will allow amendment(s) to the subsequent purchase order to increase time, funding or quantity for an additional cost at the same rates or lower as stated in Attachment A – Cost Worksheet. All other terms and conditions will remain the same.

### Contract Audit

When a department awards a contract subject to participation goals in accordance with Public Contract Code § 10115.2, the Contractor agrees that the awarding department or its designee will have the right to review, obtain, and copy all records pertaining to performance of the contract. Contractor agrees to provide the awarding department or its designee with any relevant information requested and shall permit the awarding department or its designee access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employees and inspecting and copying such books, records, accounts, and other material that may be relevant to a matter under investigation for the purpose of determining compliance with Public Contract Code §§ 10115 et seq. and §§ 1896.60 et seq. of these regulations. Contractor further agrees to maintain such records for a period of three (3) years after final payment under the contract.

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**6. CALIFORNIA DISABLED VETERAN BUSINESS ENTERPRISE (DVBE)  
PROGRAM REQUIREMENTS**

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**California Disabled Veteran Business Enterprise (DVBE) Program Requirements**

For the purpose of this RFQ, the DVBE participation requirement was waived; however, this RFQ does provide an incentive for DVBE participation.

**CA DVBE Participation Requirement Packet**

The following link directs you to the CA DVBE Participation Requirement Packet which includes the DVBE Incentive table:

<https://www.dgs.ca.gov/-/media/Divisions/PD/OSDS/Certification/DVBE/DVBEIncentiveRequireGoodIT.pdf>

**DVBE Subcontractor**

Contractor understands and agrees that should award of this contract be based in part on their commitment to use the DVBE subcontractor(s) identified in their bid or offer, per Military and Veterans Code section 999.5 (e), a DVBE subcontractor may only be replaced by another DVBE subcontractor and must be approved by the Department of General Services (DGS). Changes to the statement of work that impact the DVBE subcontractor(s) identified in the bid or offer and approved DVBE substitutions will be documented by contract amendment.

Failure of Contractor to seek substitution and adhere to the DVBE participation level identified in the bid or offer may be cause for contract termination, recovery of damages under rights and remedies due to the State, and penalties as outlined in M&VC section 999.9; Public Contract Code (PCC) section 10115.10.

**7. CALIFORNIA SMALL BUSINESS REQUIREMENTS**

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**Small Business Certification**

Bidders claiming the small business preference must be certified by California as a small business or must commit to subcontract at least 25% of the net bid price with one or more California certified small businesses. Completed certification applications and required support documents must be submitted to the Office of Small Business and DVBE Services (OSDS) no later than 5:00 p.m. on the RFQ due date, and the OSDS must be able to approve the application as submitted.

Small business nonprofit veteran service agencies (SB/NVSA) claiming the small business preference must possess certification by California prior to the day and time RFQ responses are due.

Questions regarding certification should be directed to the OSDS at (916) 375-4940.

**Small Business Regulations**

The Small Business regulations, located in the California Code of Regulations (Title 2, Division 2, Chapter 3, Subchapter 8, Section 1896 et. seq.), concerning the application and calculation of the small business preference, small business certification, responsibilities of small business, department certification, and appeals are revised, effective 09/09/04.

**Non-Small Business Subcontractor Preference**

A 5% bid preference is now available to a non-small business claiming 25% California certified small business subcontractor participation. If applicable, claim the preference in the box on the right hand side of the first page of this RFQ.

**Small Business Nonprofit Veteran Service Agencies (SB/NVSA)**

SB/NVSA prime bidders meeting requirements specified in the Military and Veterans Code Section 999.50 et seq. and obtaining a California certification as a small business are eligible for the 5% small business preference. If applicable, claim the preference in the box on the right hand side of the first page of this RFQ.

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**8. INVOICING**

An invoice can only be submitted for items noted on the Purchase Order (PO) and must be submitted to the "Bill To" address and person listed on the PO. The invoice shall include the following:

Item #	Item Description
1	Agency Order Number
2	Identify in detail the IT goods and or services acquired, quantities, unit price, extension, description, etc.
3	Distinguish if the item is hardware, software, hardware maintenance, software maintenance, or services
4	Sales tax and/or use tax, identify which items are taxable and non-taxable, tax rate, and input the tax as a separate line item from the goods lines
5	Accurate billing address as stated on the purchase order or contract
6	Supplier invoice number
7	Supplier invoice date
8	Company name and remittance address. <b>Note to Bidder: Information must match Attachment C – STD 204 Payee Data Record/STD 205 Payee Data Record Supplement.</b>
9	Identify IT services provided, service period, unit price (i.e. hourly, monthly) and quantity applicable to the service