

Solicitation RFQ 14-106

Certified Forensically Wiped Hard Drives

Bid designation: Public

State of California

Bid RFQ 14-106

Certified Forensically Wiped Hard Drives

Bid Number **RFQ 14- 106**
 Bid Title **Certified Forensically Wiped Hard Drives**
 Expected Expenditure **\$64,000.00** (This price is expected - not guaranteed)

Bid Start Date **Dec 4, 2014 5:21:43 PM PST**
 Bid End Date **Dec 16, 2014 3:00:00 PM PST**

Bid Contact **Anson Gip**
916-227-0421
Anson.Gip@doj.ca.gov

Bid Contact **Nancy Mar**
916-227-3110
nancy.mar@doj.ca.gov

Contract Duration **One Time Purchase**
 Contract Renewal **Not Applicable**
 Prices Good for **30 days**

Standard Disclaimer **The State of California advises that prospective bidders periodically check the websites, including but not limited to Bidsync, and/ or other state department links for modifications to bid documents. The State of California is not responsible for a prospective bidder's misunderstanding of the bid solicitation or nonresponsive bid due to failure to check these websites for updates or amendments to bid documents, and/ or other information regarding the bid solicitations. Failure to periodically check these websites will be at the bidder's sole risk.**
The information published and/ or responded to on these websites is public information. Confidential questions/ issues/ concerns should be directed to the contact on the ad.

Bid Comments The purpose of this RFQ is to solicit pricing for the IT goods and/or services detailed in the Cost Worksheet, Attachment A. Please provide the documentation referenced below and return to me via email to anson.gip@doj.ca.gov by 3:00(PST) on December 16, 2014. Should you have questions, please call me at (916) 227-0421.

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. DOJ will not redact record information unless a full justification is provided with the areas flagged to be redacted.

This RFQ solicitation form must be signed by an authorized representative that can bind the company contractually.

Goods/Services Description: Certified forensically wiped hard drives (see Attachment A)

Item Response Form

Item **RFQ 14-106--01-01 - RFQ 14-106**
 Quantity **570 each**

Unit Price

Delivery Location **State of California**
No Location Specified

Qty 570

Description

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Goods/Services Description: Certified forensically wiped hard drives (see Attachment A)

KAMALA D. HARRIS
Attorney General

State of California
DEPARTMENT OF JUSTICE



Request for Quote 14-106
IT Goods

December 4, 2014

The purpose of this RFQ is to solicit pricing for the IT goods detailed in the Cost Worksheet, Attachment A. Please provide the documentation referenced below and return to me via email to anson.gip@doj.ca.gov by 3:00(PST) on December 16, 2014. Should you have questions, please call me at (916) 227-0421.

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. DOJ will not redact record information unless a full justification is provided with the areas flagged to be redacted.

This RFQ solicitation form must be signed by an authorized representative that can bind the company contractually.

Goods/Services Description: Certified forensically wiped hard drives (see Attachment A)

REQUIRED DOCUMENTATION: Please complete the following document and submit along with your price quote.

- Payee Data Record - STD. 204, you can complete and print the document using the following link:
<http://www.documents.dgs.ca.gov/osp/pdf/std204.pdf>
- Copy of your retailer's permit, certification of registration or Sales and Use Tax
Permit # _____
- A copy of all certifications and related documents verifying the proposed hard drives will be certified as forensically wiped and ready for use **MUST** be provided with the Bidder's response.
- Bidder Declaration Form GSPD-05-105, All bidders must complete this form and include with their RFQ response. You can complete and print the document using the following link:
<http://www.documents.dgs.ca.gov/pd/delegations/GSPD105.pdf>
- Commercially Useful Function (CUF) Compliance Form - **If neither a small business nor a DVBE will be participating in the bid then this form is not required.** Bidder 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 must be provided for each small businesses, micro businesses and DVBE, **see Attachment B.**

SMALL BUSINESS PREFERENCE: Please respond to the following questions.

- | | | |
|-----------------------------------------------------------------------------------------------|-----------|----------|
| • ARE YOU CLAIMING PREFERENCE AS A SMALL BUSINESS? | YES _____ | NO _____ |
| • IF YES, MANUFACTURER? | YES _____ | NO _____ |
| • ARE YOU A NON-SMALL BUSINESS CLAIMING AT LEAST 25% SMALL BUSINESS SUBCONTRACTOR PREFERENCE? | YES _____ | NO _____ |

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CA DISABLED VETERAN BUSINESS ENTERPRISE (DVBE) REQUIREMENT

The bidder must comply with this solicitation's DVBE program requirements which can be viewed using the link below. Bids that fail to submit the required form and fully document and meet the DVBE program requirement shall be considered non-responsive. For the purpose of this solicitation, the DVBE participation requirement was waived; however, this solicitation does provide an incentive for DVBE participation.

DVBE PARTICIPATION

The State has established goals for DVBE participating in State contracts. The California DVBE Program Requirements packet includes information about the DVBE incentive.

CA DVBE Participation Requirement Packet

The following link directs you to the CA DVBE Participation Requirement Packet dated 12/15/11 which includes the DVBE Incentive table.

[DVBE Program Requirements](#)

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). The STD. 843 can be found at:

<http://www.documents.dgs.ca.gov/pd/poliproc/STD-843FillPrintFields.pdf>

DVBE Subcontractor

Contractor understands and agrees that should award of this contract be based in part on their commitment to use the Disabled Veteran Business Enterprise (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.

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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SMALL BUSINESS PREFERENCE INFORMATION

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. The new regulations can be viewed at (www.pd.dgs.ca.gov/smbus). Access the regulations by Clicking on "Small Business Regulations" in the right sidebar. For those without Internet access, a copy of the regulations can be obtained by calling the Office of Small Business and DVBE Services at (916) 375-4940.

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 by check marking the appropriate line on the RFQ's first page.

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 by check marking the appropriate line on the RFQ's first page.

Attachment with RFQ response required if claiming the Small Business Preference: All bidders must complete and include the Bidder Declaration form GSPD-05-105. 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).

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.

EVALUATION INFORMATION

For evaluation purposes, the basis for award will be lowest cost.

For evaluation purposes, the State has established an approximate number of products to be purchased through June 20, 2015. The quantities provided are in no way binding and are not intended to commit the State to the actual quantities to be purchased in the future, nor does it limit the State to a specific number of products. The quantities and cost provided will be used to calculate an estimated Total Cost that will be included in the evaluation of your response.

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.

REQUIRED TERMS AND CONDITIONS: Acceptance of the following terms and conditions which may be viewed via the below links are required by the State of California Department of General Services for any

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vendor's IT goods and/or services. These terms and conditions are non-negotiable and no other terms and conditions will be accepted.

- General Provisions-Information Technology (GSPD-401IT), Effective 9/5/14
http://www.documents.dgs.ca.gov/pd/poliproc/GSPD401IT14_0905.pdf
- Bidders Instructions (GSPD-451), Effective 11/09/11
<http://www.documents.dgs.ca.gov/pd/modellang/GSPD451-110911.pdf>

Vendor Statement of Acknowledgment

Vendor Name

Hereby acknowledges that we have read the RFQ including attachments, and will accept responsibility for accomplishing the work as described in the RFQ. By submitting an offer, we hereby acknowledge and agree to the terms and conditions stated in this RFQ.

SIGNED _____ DATE _____

NAME AND TITLE _____

ADDRESS _____

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ATTACHMENT A
INFORMATION TECHNOLOGY GOODS

Quantity *	Unit	Product Number	Description	Unit Price **	Extended Price
200	Each		Toshiba 500GB 3.5" SATA 7200RPM Certified Forensically Wiped Hard Drives (or equivalent)		
270	Each		Toshiba 1TB 3.5" SATA III Certified Forensically Wiped Hard Drives (or equivalent)		
100	Each		Toshiba 2TB 3.5" SATA 7200RPM Certified Forensically Wiped Hard Drives (or equivalent)		
The hard drives MUST be certified forensically wiped and ready to use. A copy of all certifications and related documents MUST be provided with the Bidder's response.					
Tax Rate 0.00% (if applicable)					
Estimated Total Cost (for evaluation purposes only)					

* For evaluation purposes, the State has established an approximate number of products to be purchased through June 20, 2015. The quantities provided are in no way binding and are not intended to commit the State to the actual quantities to be purchased in the future, nor does it limit the State to a specific number of products.

**The pricing given must be valid through June 30, 2015. It is at DOJ's discretion to order the actual number of products on an as-needed basis during the period of January 1, 2015 through June 30, 2015. If, during that period, the products quoted become discontinued or unavailable, and upon mutual agreement, the newer products can be offered at the same price. The quantities and cost provided will be used to calculate an estimated Total Cost that will be included in the evaluation of your response.

Warranty

If vendor provides warranty at no cost for the above products, please state the term period here: _____.

Hardware Shipping Instructions

F.O.B. (Free on Board) Destination. Vendor will be responsible for all shipping charges.

Hardware Delivery Instructions

All product(s) must be shipped to:

Department of Justice
Bureau of Digital Forensics
4949 Broadway, Rm F-104
Sacramento, CA 95820
Attention: Veronica Riley
Phone#: 916-227-0420

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:

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1. Agency Order Number
2. Identify in detail the IT goods acquired, quantities, unit price, extension, description, etc.
3. Sales tax as a separate line item from the goods lines
4. Accurate billing address as stated on the purchase order or contract
5. Supplier invoice number
6. Supplier invoice date
7. Company name and remittance address

Vendor shall invoice DOJ for actual products delivered and accepted.

Termination

The DOJ reserves the right to terminate this agreement or a portion thereof when such termination is in the best interests of the Department. Such termination is subject to 30 calendar days written notice to the Vendor.

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ATTACHMENT B

Commercially Useful Function (CUF) Compliance Form

If neither a small business nor a DVBE will be participating in the bid, then this form is not required.

Under Military and Veterans Code 999.5 and Government Code 14837.4 (A/B), each solicitation must be evaluated for Commercially Useful Function when the prime bidder is small, micro or DVBE certified, or a prime bidder's subcontractor is small, micro or DVBE certified. All small businesses, micro businesses, and disabled veteran business enterprises (DVBE) are required to perform a "commercially useful function" in any contract it performs for the State.

The Bidder must provide a written, signed statement below detailing the role, services and/or goods the Bidder and/or Subcontractor(s) will provide to meet the Commercially Useful Function requirement. A separate form must be provided for each small businesses, micro businesses, and DVBE.

A business that is performing a commercially useful function is one that does all of the following (e.g. specific roles of business for this project and/or goods or services to be provided as part of this project), please respond to the following questions

- 1) Is your firm responsible for the execution of a distinct element of the work of the Contract?

- 2) Will your firm carry out their obligation by actually performing, managing or supervising the work involved?

- 3) Will your firm perform work that is normal for its business, services and function?

- 4) Is your firm responsible, with respect to products, inventories, materials, and supplies required for the contract, for negotiating price, determining quality and quantity, ordering, installation, if applicable, and making payment?

- 5) Will your firm further subcontract a portion of the work that is greater than that expected to be subcontracted by normal industry practices?

Name of Bidder: _____

Signature of Bidder: _____ Date: _____

If the SB, MB or DVBE is a subcontractor:

Name of Subcontractor: _____ Type of Business (SB, MB, DVBE): _____

Question and Answers for Bid # RFQ 14-106 - Certified Forensically Wiped Hard Drives

OVERALL BID QUESTIONS

There are no questions associated with this bid.