

STATE OF CALIFORNIA  
DEPARTMENT OF GENERAL SERVICES – PROCUREMENT DIVISION



**Request for Offer**

**DUE DATE**  
November 5, 2021

**Responses must be delivered to the Procurement Division before 2:00 PM on the Due Date**

SUPPLIER NAME AND ADDRESS	BU #	SOLICITATION #	DATE	DELIVERY DATE	PAGE
	1115	0000021274	11/2/2021	<b>As Specified</b>	1 of 4
	REQUISITION. NO. 0000000006		AGENCY BILLING CODE 57917	AGENCY PURCHASE EST NO.	
	F.O.B. DESTINATION UNLESS OFFER STATES OTHERWISE			ARE YOU CLAIMING PREFERENCE AS A CALIFORNIA CERTIFIED SMALL BUSINESS? YES <input type="checkbox"/> NO <input type="checkbox"/> IF YES, MANUFACTURER? YES <input type="checkbox"/> NO <input type="checkbox"/> ARE YOU A NON-SMALL BUSINESS CLAIMING AT LEAST 25% SMALL BUSINESS SUBCONTRACTOR PREFERENCE? YES <input type="checkbox"/> NO <input type="checkbox"/>	
SUPPLIER CONTACT: PHONE: SUPPLIER NUMBER:	____ % CASH DISCOUNT FOR		SHIP TO:  <b>As Specified</b>		
	PAYMENT WITHIN ____ DAYS				
NAME (PRINT)	SEE REQUIRED PAYMENT DATE OF THE GENERAL PROVISIONS PARAGRAPH 30.				
TITLE	FOR FURTHER INFORMATION, CONTACT: PROCUREMENT OFFICIAL: <b>Leanne Nguyen</b> PHONE: <b>(916) 375-4648</b> EMAIL: <b>Leanne.nguyen@dgs.ca.gov</b>			SECTION 14835 ET SEQ. OF THE CALIFORNIA GOVERNMENT CODE REQUIRES THAT A 5% PREFERENCE BE GIVEN TO OFFERORS WHO QUALIFY AS A SMALL BUSINESS OR OFFERORS WHO QUALIFY 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.	
SIGNATURE	DATE	<b>Return To:</b>  <b>DGS/PROCUREMENT DIVISION</b> <b>Email offers to: <a href="mailto:OTA@dgs.ca.gov">OTA@dgs.ca.gov</a></b>			
EMAIL ADDRESS					
TELEPHONE NUMBER	FAX NUMBER				
FEDERAL EMPLOYER IDENTIFICATION NUMBER					

Offeror offers and agrees if this response is accepted within 45 calendar days from the date of opening to furnish all of 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 above 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 offeror DECLARES UNDER PENALTY OF PERJURY under the laws of the State of California as follows: (1) (STATEMENT OF COMPLIANCE). The above signed has 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 51 of the General Provisions is true and correct. (3) If a claim is made for the small business preference, the information set forth within is true and correct.

Solicitation RFO# 1115-0000021274 is a One Time Acquisition conducted by the Department of General Services, Procurement Division on behalf of The Department of Cannabis Control to purchase Ivanti Software Renewal utilizing Software License Program Contracts. All terms and conditions of the contract apply. You must have an active SLP contract to participate in this event.

**You must provide your LPA Contract number and supply a copy of the contract and pricing pages at time of offer or you may be deemed non-responsive.**

**KEY ACTION DATES**

Request for Offer (RFO) Release November 2, 2021  
Request for Offer (RFO) Due November 5, 2021, at 2:00PM

**SOLICITATION:**

Also referred to as EVENT in Cal eProcure.

**PROCUREMENT OFFICIAL**

The Procurement Official is the state's designated authorized representative regarding this procurement.

Offerors are directed to communicate with the Procurement Official to submit questions, deliver proposals, and submit all other formal correspondence regarding this procurement.

**RESPONSIVE OFFEROR**

A supplier provides an offer response that is compliant with RFO requirements and indicates performance without material deviation from the terms and conditions of the proposed contract.

## **RESPONSIBLE OFFEROR**

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

## **ATTACHMENTS**

The following documents are attached, or attached by reference, and part of this solicitation:

1. Statement of Work of three (3) pages
2. Cost Worksheet of one (1) page
3. Bidder's Instructions (GSPD-451) of six (6) pages, dated 11/09/2011\*\*  
[http://www.documents.dgs.ca.gov/dgs/FMC/GS/PD/DGSPD\\_451.pdf](http://www.documents.dgs.ca.gov/dgs/FMC/GS/PD/DGSPD_451.pdf)
4. General Provisions (GSPD-401-IT) of twenty-eight (28) pages, dated 06/08/2010\*\*  
[http://www.documents.dgs.ca.gov/dgs/fmc/gspd/pd\\_401IT.pdf](http://www.documents.dgs.ca.gov/dgs/fmc/gspd/pd_401IT.pdf)
5. Bidder Declaration Form (GSPD-05-105 REV 03/15) of two (2) pages\*\*  
<http://www.documents.dgs.ca.gov/dgs/fmc/gspd/gspd05-105.pdf>
6. Postconsumer-Content Certification Form (CalRecycle 74) of two (2) pages, dated 1/20\*\* (if applicable)  
<https://www2.calrecycle.ca.gov/Docs/Web/111480>
7. Iran Contracting Act Form, \$1,000,000.00 and over, of two (2) pages\*\* (if applicable)  
<https://www.dgs.ca.gov/-/media/A7EE965578CA4CC1A63087423C7BED0C.ashx>
8. Federal Debarment Certification of two (2) pages\*\* (if applicable)  
<https://www.dgs.ca.gov/-/media/D4C59DC1DD754EB4991091E27D02E395.ashx>
9. California Civil Rights Laws Certification of one (1) page\*\* (if applicable)  
<https://www.dgs.ca.gov/-/media/Divisions/OLS/Forms/CALIFORNIA-CIVIL-RIGHTS-LAWS-ATTACHMENT.ashx>
10. Payee Data Record (STD. 204) of two (2) pages\*\*  
<http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf>

\*\* These documents are incorporated by reference and located at the link provided.

Please note that items #2, #5, #6 (if applicable), #7 (if applicable), #8 (if applicable), #9, #10 MUST be returned with the offer or the offer may be rejected.

## **PRICES**

Prices shall be all inclusive. Only the prices/charges submitted in the offer response shall be accepted and included in the awarded contract.

For the purpose of this offer, only offers quoted F.O.B. Destination, Freight Prepaid, will be accepted. No charge for delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, cost of bonds, or for any other purpose will be paid by the State unless expressly included and itemized in the Contract. International shipments will be Delivered Duty Paid (DDP). Import Costs, duties, taxes, value added tax or any other transportation or customs costs will not be paid by the State unless expressly included and itemized in the Contract.

The sales tax rate applied should be based on the rate of the area where the product is to be delivered, unless the deliverable is a vehicle, in which case the sales tax rate applied should be based on the rate where the vehicle will be registered with the California Dept. of Motor Vehicles (DMV).

All freight charges over \$50 require a supporting prepaid freight bill prior to freight payment.

## **FINANCING**

The State reserves the right to select the form of payment for all procurements, be it either an outright purchase with payment rendered directly by the State, or a financing/lease-purchase or operating lease via the State Financial Marketplace (GS \$Mart and/or Lease \$Mart). If payment is via the financial marketplace, the Supplier will invoice the State and the State will approve the invoice and the selected Lender/Lessor for all product listed on the State's procurement document will pay the supplier on behalf of the State.

## **TERMS AND CONDITIONS**

The attached Statement of Work is part of this RFO.

The following documents are incorporated into this RFO and may be viewed at the website listed. If you are unable to view this document, please contact the Procurement Official listed on the front of this RFO.

**All terms and conditions of LPA Contract apply.**

## **ADDITIONAL TERMS AND CONDITIONS**

The state objects to and will not evaluate or consider any additional terms or conditions submitted by an offeror. This applies to any language appearing in documents attached as part of the offeror's response. In signing and submitting an offer, the offeror agrees that any additional terms and conditions whether submitted intentionally or inadvertently, shall have no force or effect. Offers with terms and conditions attached may be subject to rejection.

**CALIFORNIA SELLER'S PERMIT**

Offerors must provide their California retailer's seller's permit or certification of registration and, if applicable, the permit or certification of all participating affiliates, issued by the California Department of Tax and Fee Administration (CDTFA), 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 CDTFA permit number in the space provided below (or attach a copy of the permit with your offer.)

For instructions on how to obtain a California Sellers Permit number or register to do business in the State of California, visit the California Department of Tax and Fee Administration website at [www.cdtfa.ca.gov](http://www.cdtfa.ca.gov).

Retailer's Seller's Permit Number: \_\_\_\_\_

**POSTCONSUMER-CONTENT CERTIFICATION**

State agencies are required to report purchases in many product categories. In order to comply with those requirements, offerors are required to complete and return the attached Postconsumer-Content Certification form (CalRecycle 74) with their offer response.

**BIDDER DECLARATION FORM**

All offerors must complete the Bidder Declaration Form GSPD-05-105 and include it with the offer response. When completing the declaration, offerors must identify all subcontractors proposed for participation in the contract; this includes equipment manufacturers, equipment distributors and resellers. ***A subcontractor is any person, firm, corporation, or organization contracting to perform any part of the prime's contract. Unless the Offeror is the manufacturer, the company producing the finished product is a subcontractor and must be listed on the Bidder Declaration.*** Offerors 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.

If claiming the non-small business subcontractor preference, the form must list all the California small businesses with which you commit to subcontract in an amount of at least twenty-five percent (25%) of the net offer 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).

**PROHIBITION ON TAX DELINQUENTS BIDDING (AB 1424)**

Public Contract Code section 10295.4 provides that a state agency shall not enter into any contract for goods or services with a contractor whose name appears on either list of the 500 largest tax delinquencies pursuant to Section 7063 or 19195 of the Revenue and Taxation Code. This section applies to contracts executed on or after July 1, 2012. The Franchise Tax Board (FTB) and the California Department of Tax and Fee Administration (CDTFA) will post and periodically update lists of the 500 largest tax delinquencies on their websites as required by law. Starting on July 1, 2012 prior to executing contracts state agencies must check the FTB and CDTFA lists to ensure the proposed awardee/vendor is not on either list. If the proposed awardee is on either list, the offer may be considered non-responsive.

**AMENDMENTS**

Consistent with the terms and conditions of the original solicitation, and upon mutual consent, DGS and the Contractor may execute written amendments to the Purchase Order (and or Contract).

**NEGOTIATIONS**

This solicitation is subject to the provisions of Public Contract Code Section 6611. At the State's sole option, the Department of General Services (DGS) reserves the right to invoke negotiations pursuant to Public Contract Code Section 6611, in accordance with existing guidelines adopted by the Department of General Services. Offerors are cautioned that conditional offer or offers based upon assumptions will be deemed non-responsive. Current guidelines prohibit the State from opening negotiations with either non-responsive or non-responsible Offerors.

**DRAFT**

At the State's sole discretion, it may declare the Final Offer to be a Draft Offer in the event that the State determines that Final Offers from all Offerors contain material deviations. Offerors may not protest the State's determination that all offers have material deviations. If all offers are declared noncompliant, the State may issue an addendum to the solicitation document. Should this occur, Confidential Discussions may be held with Offerors who submitted a non-compliant offer. Offerors will be notified of the due date for the submission of a new Final Offer to the State. This submission must conform to the requirements of the original solicitation document as amended by any subsequent addenda.

**SPECIFICATION COMPLIANCE**

If the offeror has indicated that the product offered does not comply in all respects with the attached Statement of Work, offeror is to list below, in detail, any and all deviations.

## **OFFER SUBMISSION INSTRUCTIONS**

This document is intended to assist offerors with standard instructions for how and where to submit an offer. The state makes no warranty that following these instructions will ensure a compliant submission. Offerors are required to carefully read the solicitation document and adhere to any other submission requirements. If there is a question regarding how to submit an offer, contact the Procurement Official listed on the first page of the solicitation document for assistance.

Offerors are required to submit a complete **email Offer** by the due date and time identified in this solicitation.

**Note:** Offerors must be registered in Cal eProcure as a Vendor in order to receive an awarded PO without the risk of additional processing time. To award a PO to an offeror that is not registered in Cal eProcure as a Vendor requires the upload of a Payee Data Record (STD. 204). For more information, go to: <https://caleprocure.ca.gov/pages/index.aspx>

## **EMAIL OFFER SUBMISSION**

For evaluation purposes, the email offer shall be complete and include all of the required offer submittals in order to be deemed responsive to the offer requirements. If the offer response is incomplete and/or includes discrepancies, you may be deemed non-responsive and subject to the rejection process.

**States Own Offer Form:** Only offers quoted on the State's own offer form will be considered. Offers submitted referencing supplier attachments which include legal terms and conditions that conflict with the State's General Provisions shall be considered non-responsive and such offers may be rejected.

### **INTRODUCTION**

Department of General Services  
Procurement Division – One-Time Acquisitions  
707 3rd Street, 2nd Floor, MS 201  
West Sacramento, CA 95605  
Attn: Bid Room: <Procurement Official's Name>  
Business Unit: 1115  
Event/Solicitation: 000021274

### **Offer Submittal by Email:**

The completed offer response may be submitted by email as follows:

- Email offers to: [OTA@dgs.ca.gov](mailto:OTA@dgs.ca.gov)
- Only offers received to this mailbox will be considered. Offers shall not be sent to any other mailbox.
- Email should clearly identify in the **Subject Line: <Offer Response for BU XXXX, Event ID XXXXXXXXXXXX, Event Due Date, Procurement Official's Name>**  
**Example:** Offer Response for Business Unit 7760, Event ID 0000045612, 12.01.2020, John Smith
- Emails will not be opened by the Procurement Official until the required offer due date and time.

**Faxed or Hard Copy Offers will not be accepted for this solicitation.**

### **AWARD NOTIFICATION**

If you would like to receive notification of the offer results and intended awardee, please include a "Notice of Intent to Award" request along with your submitted offer.

**Department of Cannabis Control  
Information Technology Services Division**

**STATEMENT OF WORK**

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Ivanti Service Manager Subscription

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This Statement of Work (“Agreement”) reflects the services to be provided by Impex Technologies, Inc., hereinafter referred to as the “Contractor,” for the Department of Cannabis Control (DCC), hereinafter referred to as the “State”.

**SCOPE**

The Contractor will provide Ivanti Service Manager - Service Desk SaaS Fixed (Named) Analyst Cloud Subscriptions- SM-SD-FXD-C for 25 users for two (2) years. Subscription support will include the following services:

- Software version upgrades.
- Patches and Fixes.
- The State shall be notified by the Contractor of all patches and software upgrades mentioned above and such patches and version upgrades shall be distributed via electronic download as soon as they are publicly released.

**PROJECT SUMMARY (BACKGROUND)**

Ivanti is used by the California Department of Food and Agriculture (CDFA) IT CalCannabis legacy systems support unit to monitor incidents for the Cultivators Licensing System and manage requests for the CA Cannabis Track and Trace (CCTT) System. A two (2) year Ivanti Service Manager subscription allows DCC enough time to determine a consolidated incident management tool for all three (3) licensing systems and CCTT.

**PERIOD OF PERFORMANCE**

The term of this Agreement will be effective upon the Agreement start date or upon DGS approval whichever is later, through 10/17/2023.

**CONTRACTOR RESPONSIBILITIES**

The Contractor shall provide the following:

QTY	PART NUMBER	DESCRIPTION
25	SM-SD-FXD-C	<b>Department of Cannabis Control: Ivanti Service Manager 2-Year Renewal (2021-2023)</b> Ivanti Service Manager - Service Desk SaaS Fixed (Named) Analyst Cloud Subscription Start Date: 10/18/2021 End Date: 10/17/2022
25	SM-SD-FXD-C	Ivanti Service Manager - Service Desk SaaS Fixed (Named) Analyst Cloud Subscription Start Date: 10/18/2022 End Date: 10/17/2023

**DEPARTMENT RESPONSIBILITIES**

The DCC shall approve and pay invoices timely upon receipt of subscription renewals and invoice.

**BILLING INFORMATION**

The Contractor shall submit invoices (including the purchase order number) to the following address:

California Department of Cannabis Control  
2920 Kilgore Road  
Rancho Cordova, CA 95670  
Attn: Jared Hara  
Ph: 916-516-5026

**PRIMARY POINTS OF CONTACT**

Contractor Primary Contact:

State's Primary Contact:

Priscilla Moss, IT Supervisor II  
2920 Kilgore Road  
Rancho Cordova, CA 95670  
Ph: 279-217-3595  
Email: Priscilla.Moss@cannabis.ca.gov

Please forward renewal notices to the attention of the State's Primary Contact.

**TERMINATION**

The State shall have the right to terminate maintenance at no expense to the State upon delivery of written notice at least thirty (30) calendar days prior to any scheduled renewal date.

**COST WORKSHEET**

Item No.	Qty.	Unit	Product Code	Description	Unit Price	Price Extension
1	25	EA	SM-SD-FXD-C	Ivanti Service Manager - Service Desk SaaS Fixed (Named) Analyst Cloud Subscription Start Date: Year 1: 10/18/2021 End Date: 10/17/2022		
2	25	EA	SM-SD-FXD-C	Ivanti Service Manager - Service Desk SaaS Fixed (Named) Analyst Cloud Subscription Start Date: Year 2: 10/18/2022 End Date: 10/17/2023		
				Electronic Delivery		
Subtotal						
Tax (if applicable, will not be used in evaluation)					\$0.00	
Shipping (if applicable, will be evaluated)					\$0.00	
Total						