




Request for Quotation

<u>DUE DATE</u>		<u>Responses must be delivered to the Procurement Division before 11:00 AM on the Due Date</u>					
July 18, 2018							
SUPPLIER NAME AND ADDRESS		BU #	SOLICITATION #	DATE	DELIVERY DATE	PAGE	
		7760	0000010077	7/5/2018	<u>As Specified</u>	1 of 4	
		REQUISITION. NO.		AGENCY BILLING CODE	AGENCY PURCHASE EST NO.		
		0000010932		30961	N/A		
		F.O.B. DESTINATION UNLESS BID STATES OTHERWISE		SHIP TO: As Specified		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:							
NAME (PRINT)		SEE REQUIRED PAYMENT DATE OF THE GENERAL PROVISIONS PARAGRAPH 30.					
TITLE		FOR FURTHER INFORMATION, CONTACT:			SECTION 14835 ET SEQ. OF THE CALIFORNIA GOVERNMENT CODE REQUIRES THAT A 5% PREFERENCE BE GIVEN TO BIDDERS WHO QUALIFY AS A SMALL BUSINESS OR BIDDERS 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		PROCUREMENT OFFICIAL: Andrea Minning					
DATE		PHONE: 916-375-4586					
EMAIL ADDRESS		EMAIL: Andrea.Minning@dgs.ca.gov					
TELEPHONE NUMBER		FAX NUMBER					
FEDERAL EMPLOYER IDENTIFICATION NUMBER		<u>Return To:</u>					
		<u>DGS/PROCUREMENT DIVISION</u>					
		707 3RD ST. 2ND FL (95605)					
		P.O. BOX 98905					
		WEST SACRAMENTO, CA 95798					
Bidder 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 bidder 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 0000010077 is being conducted by Department of General Services (DGS) on behalf of Enterprise Technology Solutions (ETS) for the purchase three (3) years of Adobe Acrobat DC Professional, Adobe Creative Cloud and Adobe Captivate Software License Renewals with maintenance support and associated services as reflected in Attachment 1, Statement of Work (SOW) and Attachment 2, Cost Work Sheet. **Only Adobe authorized resellers can submit quotes for this solicitation.**

SOLICITATION

Solicitation is also referred to as an EVENT in Cal eProcure.

PROCUREMENT OFFICIAL

The Procurement Official is the state's designated authorized representative regarding this procurement. Bidders are directed to communicate with the Procurement Official to submit questions, deliver proposals, and submit all other formal correspondence regarding this procurement.

METHOD OF AWARD

This solicitation shall be awarded on an "All or None" basis, by individual group, or by individual line item, whichever is deemed by the State to be in its best interest. The award will be made to the lowest responsive and responsible bidder meeting all administrative and technical requirements, terms, and conditions of this solicitation. For a group to be considered for award, all items in the group must be bid.

In the event of a tie, a coin toss will be a permissible tiebreaker. Such event will be conducted by the procurement official and observed by a state employee as witness.

RESPONSIVE BIDDER

A supplier provides a bid response that is compliant with solicitation requirements and indicates performance without material deviation from the terms and conditions of the proposed contract.

RESPONSIBLE BIDDER

A supplier 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.

ADDITIONAL TERMS AND CONDITIONS

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

ATTACHMENTS

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

1. Statement of Work of two (2) pages
2. Cost Worksheet of two (2) pages
3. Bidder's Instructions (GSPD-451) of three (3) pages, dated 11/09/2011**
<http://www.documents.dgs.ca.gov/pd/modellang/GSPD451-110911.pdf>
4. General Provisions (GSPD-401IT) of ten (10) pages, dated 09/05/2014**
http://www.documents.dgs.ca.gov/pd/poliproc/GSPD401IT14_0905.pdf
5. Cloud Computing Special Provisions of five (5) pages, dated 03/01/2018**
http://www.documents.dgs.ca.gov/pd/poliproc/CLOUDCOMPUTINGSERVICESSPECIALPROVISIONS_18_0301.docx
6. Bidder Declaration Form (GSPD-05-105 REV 08/09) of two (2) pages**
http://www.documents.dgs.ca.gov/pd/pestatus/SOL_attachments/Bidder_Declaration.pdf
7. California Civil Rights Laws Certification, of one (1) page**
<https://www.documents.dgs.ca.gov/pd/pestatus/SOL%20attachments/CALIFORNIA%20CIVIL%20RIGHTS%20LAWS%20ATTACHMENT.pdf>
8. 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 attachments 2, 6, 7 and 8 MUST be returned with the bid or the bid may be rejected.

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.

CALIFORNIA SELLER'S PERMIT

Bidders 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 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 provided below (or attach a copy of the permit with your bid.)

For instructions on how to obtain a California Sellers Permit number or register to do business in the State of California, visit the Board of Equalization website at www.boe.ca.gov.

Retailer's Seller's Permit Number: _____

SALES TAX

The sales tax rate applied should be based on the rate of the area where the product is to be delivered.

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

PRICES

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

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).

DRAFT

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

SPECIFICATION COMPLIANCE

The bidder must indicate below if the product or products offered on this bid complies in all respects with the Attachment 1, SOW.

YES_____ NO*_____

If the bidder has indicated that the product offered does not comply in all respects with the attached specifications, he is to list below, in detail, any and all deviations.

**If the product does not comply you may request modifications, revisions or possible alternatives to be reviewed PRIOR to the bid submission date by submitting your request to the Procurement Official. Any deviations listed below may cause your bid to be deemed non-compliant.*

LIST DEVIATIONS:

RESPONSE CHECKLIST

The following checklist identifies the applicable items that must be completed and returned in order to be evaluated for award:

- ☐ Signed State of California – DGS Procurement Division - solicitation document (with all fill-in spaces completed)
- ☐ Cost Worksheet of one (1) page
- ☐ Bidder Declaration Form (GSPD-05-105 REV 03/15) of two (2) pages
- ☐ Payee Data Record (Std. 204)
- ☐ Seller Permit Information
- ☐ California Civil Rights Laws Certification

Failure to return any of these items with your bid response may result in your bid being considered non-responsive.

The following items must be returned with the bid response only if your intention is to claim the applicable bidder preference, if you are not claiming the preference you are not obligated to fill out and/or return any of the following forms.

Note: The State makes no warranty that the checklist is a full and comprehensive listing of every requirement specified in the RFQ. Checking off the items on the checklist does not establish your firm's intent nor does it constitute responsiveness to the requirement(s). The checklist is only a tool to assist participating bidders in compiling their final bid response. Bidders are encouraged to carefully read the entire RFQ. The need to verify all documentation and responses prior to the submission of final bids cannot be over emphasized.

BID SUBMISSION INSTRUCTIONS

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

Bidders are required to submit a complete **Paper Bid** by the due date and time identified in this solicitation.

Note: Bidders must be registered in CalProcure as a Vendor in order to receive an awarded PO without the risk of additional processing time. To award a PO to a bidder that is not registered in CalProcure 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>

PAPER BID SUBMISSION

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

States Own Bid Form: Only bids quoted on the State's own bid form will be considered. Bids 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 bids may be rejected. Unless otherwise stated in the bid document, please DO NOT submit bids in binders or using plastic combs.

Submission Methods: Bidder may submit their paper bid using the following methods unless stated otherwise in the bid documents. Identify all mailed/couriered/hand-delivered bid packages by clearly writing on the outside of the envelope the Invitation for Bid Number (Ex: BU#, Solicitation#, and the name of the Procurement Official. (see examples below)

POSTAL MAIL

DGS Procurement Division
Attn: Bid Opening Official, 2ND Floor
P.O. Box 989054
West Sacramento, Ca 95798
BU 7760 SOLICITATION 0000010077
PROCUREMENT OFFICIAL: Andrea Minning

COURIER (FED EX/UPS/ETC.) OR HAND DELIVER

DGS Procurement Division
Attn: Bid Opening Official
707 3rd Street, 2nd Floor
West Sacramento, Ca 95605
BU 7760 SOLICITATION 0000010077
PROCUREMENT OFFICIAL: Andrea Minning

FACSIMILE (FAX)

Faxed bids will be considered for the solicitation only if they are sent to **(916) 376-6372**. Bids sent to any other fax number will not be considered. Only pages of the faxed bid received prior to the bid opening time specified in the solicitation will be considered the "complete bid". **Please be advised that there is a heavy demand placed on the fax machine receiving bids and the State assumes no responsibility if a supplier cannot transmit their bid via fax or if the entire bid is not received prior to the bid opening time.**

E-MAIL

E-mailed bids are **NOT** accepted.

ELECTRONIC BID PRICE SUBMISSION

Electronic bid submission is **NOT** accepted.

**DEPARTMENT OF GENERAL SERVICES
ENTERPRISE TECHNOLOGY SOLUTIONS**

STATEMENT OF WORK

Adobe Renewal

This Statement of Work ("Agreement") reflects the services to be provided by (Contractor Name), hereinafter referred to as the "Contractor," for the Department of General Services Enterprise Technology Solutions, hereinafter referred to as the "State".

SCOPE

The Contractor will provide thirty-six (36) months of software support for Adobe Acrobat DC Professional, Adobe Creative Cloud and Adobe Captivate. 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.

PERIOD OF PERFORMANCE

The term of this Agreement will be for three (3) years effective 7/19/2018 through 7/18/2021. The State of California will pay one invoice at the start of each year of the agreement.

BILLING INFORMATION

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

ATTN: Program Support Accounting Section
Department of General Service
Office of Fiscal Services
707 Third Street, Suite 9-100
West Sacramento, CA 95605

POINTS OF CONTACT

Contractor Primary Contact:

Name, Title
Street Address
City, State, Zip
Ph:
Fax:
Email:

State's Primary Contact:

Bobby Jones, Software Asset Manager
707 3rd Street, 3rd Floor
West Sacramento, CA 95605
Ph: (916) 324-7852
Email: bobby.jones@dgs.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	Description	Unit Price	Extension
1	3,000	EA	Adobe Acrobat DC Professional Term License Renewal, Support & Maintenance YEAR ONE - FY18/19 7/19/2018 through 7/18/2019	\$ _____	\$ _____
2	88	EA	Adobe Creative Cloud Desktop Application Term License, Support & Maintenance YEAR ONE - FY18/19 7/19/2018 through 7/18/2019	\$ _____	\$ _____
3	19	EA	Adobe Captivate Enterprise Term License Renewal, Support & Maintenance YEAR ONE - FY18/19 7/19/2018 through 7/18/2019	\$ _____	\$ _____
Total Cost:					\$ _____

Item No.	Qty.	Unit	Description	Unit Price	Extension
1	3,000	EA	Adobe Acrobat DC Professional Term License Renewal, Support & Maintenance YEAR TWO - FY19/20 7/19/2019 through 7/18/2020	\$ _____	\$ _____
2	88	EA	Adobe Creative Cloud Desktop Application Term License, Support & Maintenance YEAR TWO - FY19/20 7/19/2019 through 7/18/2020	\$ _____	\$ _____
3	19	EA	Adobe Captivate Enterprise Term License Renewal, Support & Maintenance YEAR TWO - FY19/20 7/19/2019 through 7/18/2020	\$ _____	\$ _____
Total Cost:					\$ _____

COST WORKSHEET

Item No.	Qty.	Unit	Description	Unit Price	Extension
1	3,000	EA	Adobe Acrobat DC Professional Term License Renewal, Support & Maintenance YEAR THREE - FY20/21 7/19/2020 through 7/18/2021	\$ _____	\$ _____
2	88	EA	Adobe Creative Cloud Desktop Application Term License, Support & Maintenance YEAR THREE - FY20/21 7/19/2020 through 7/18/2021	\$ _____	\$ _____
3	19	EA	Adobe Captivate Enterprise Term License Renewal, Support & Maintenance YEAR THREE - FY20/21 7/19/2020 through 7/18/2021	\$ _____	\$ _____
Total Cost:					\$ _____