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July 10, 2000

## **REQUEST FOR PROPOSAL 00-04**

You are invited to review and respond to this Request for Proposal (RFP), entitled Pest Management Alliance Project. In submitting your proposal, you must comply with the instructions found herein.

Note that all agreements entered into with the State of California will include by reference General Terms and Conditions and Contractor Certification Clauses that may be viewed and downloaded at Internet site <[www.dgs.ca.gov/contracts](http://www.dgs.ca.gov/contracts)>. If you do not have Internet access a hard copy can be provided by contacting the person listed below.

In the opinion of the Department of Pesticide Regulation (DPR), this RFP is complete and without need of explanation. However, if you have questions, or should you need any clarifying information, the contact person for this RFP is:

Mr. Robert Elliott  
Department of Pesticide Regulation  
Environmental Monitoring and Pest Management  
830 K Street  
Sacramento, CA 95814-3510  
(916) 324-4100

Please note that no verbal information given will be binding upon the State unless such information is issued in writing as an official addendum.

Jean Walker  
Contract Manager  
(916) 324-4195



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## **REQUEST FOR PROPOSALS FOR A PEST MANAGEMENT ALLIANCE PROJECT**

### **INTRODUCTION**

DPR, based on legal mandate and strategic policy, has developed a program to promote the adoption of integrated pest management (IPM) systems that reduce impact on human health and the environment from pesticides. Over the past eight years, DPR has greatly expanded its commitment to encourage the development and use of pest management strategies that substitute safer alternatives to higher-risk pesticides. As part of this effort, DPR gives formal recognition to groups and companies that provide leadership in adopting IPM techniques that reduce the risk associated with pest control. Reduced-risk can be defined as a less-toxic, feasible alternative for control of a specific pest in a commodity or site. DPR established the Pest Management Alliance (PMA) program in 1998 to provide financial support to the most outstanding community-based pest management programs, while focusing attention on issues of regulatory concern where reduced-risk approaches are critically needed. The PMA program is designed to create a collaborative, interdisciplinary team that uses a systems approach to resolving pest control problems. The assumption is that reduced-risk practices have already been developed and evidence for their effectiveness exists in the literature or through a recent applied-research project. The PMA program is part of a problem-solving continuum, taking data collected from prior research and preparing for the next stage—education through demonstration, and ultimately widespread implementation and adoption of reduced-risk practices.

The PMA program is devoted to reducing pesticide risks, while at the same time, bringing together groups that may not have worked side by side in the past. Agricultural, nonagricultural, and urban groups are encouraged to submit proposals for reduced-risk projects to address key areas of concern—those that demonstrate alternatives to highly toxic pesticides, protect surface and ground water quality, develop IPM programs for public schools and other public buildings, and develop alternative reduced-risk approaches for urban pest management. The PMA program promotes a team concept of voluntary, cooperative, problem solving, that creates a climate where growers and urban and suburban residents are better informed and more willing to try to implement the reduced-risk practices that work. The emphasis in PMA projects is on demonstration of effective reduced-risk practices, education of the group(s) most likely to benefit from the practices, and outreach. The goal is to change the way pest control is accomplished in a given system, with the emphasis on reduced-risk practices, technologies, and/or methods.

The total amount of funding requested by PMA applicants is expected to exceed the amount of available funds. The evaluation and selection process for the submitted proposals is expected to be competitive. Proposals that win a contract to implement a PMA project will show significant economic and pesticide risk reduction benefits to California and reflect a high degree of technical, fiscal, and administrative excellence within the applicant's team. DPR will establish a formal relationship with successful applicants. A DPR staff person will be assigned to participate as a member of the PMA team.

## **WHAT IS REQUIRED TO PARTICIPATE**

Interested groups must submit a *Pest Management Alliance Proposal*. The proposal should identify the organizational structure of the group, key leadership, important pest management problems that exist, project objectives and tasks, readiness to demonstrate reduced-risk practices that work, and opportunities for adoption. Emphasis is on projects that can be successfully implemented and clearly demonstrate a reduced-risk practice or technology. Eligible projects must have matching funds. All projects must have a broad-based application (e.g., statewide, organization wide), and a high potential for adoption.

All PMA proposals must contain a Pest Management Alliance Evaluation, as outlined in RFP 00-03. The Pest Management Alliance Evaluation is used to identify important pest management practices and problems and helps in developing goals, objectives, and measurable outcomes for specific tasks. Existing Alliance teams must include an updated evaluation with the Alliance proposal. If an evaluation has not been completed as outlined in RFP 00-03, the Alliance grant proposal cannot be accepted. A copy of RFP 00-03 can be downloaded from <http://www.cdpr.ca.gov/dprgrants.htm>.

## **WHO MAY APPLY**

Individuals or groups located and conducting the proposed project in California are eligible to receive funding. Principal investigators may come from public or private institutions including, but not limited to, commodity boards, resource conservation districts, small businesses, University of California Cooperative Extension Farm Advisors or IPM specialists, pest control advisors (PCAs), and faculty from any accredited institution of higher learning.

## **FUNDING**

Groups can receive up to a maximum of \$100,000 per year. Individual awards for contracts generally allow a two-year time period for project completion. Awards will be made to projects with the greatest potential for reducing risks associated with pest control. Contractors can reapply for additional funds, up to a maximum of five years. Funding for continuing projects will be based on performance and will require submission of another proposal. Approximately \$800,000 is available to support eight to ten projects per year. Although this notice represents a bona fide intention to fund projects, DPR has the right to reserve all or a portion of the available funding for use in other solicitations.

## **REQUIRED MATCH**

Matching funds are required for contracts funded under the PMA program. Matching funds are those portions of the total project cost that are not funded by DPR. Applicants are responsible for securing the required matching funds, clearly identifying source of funds, and detailing how the funds will be expended in the proposed project. A dollar-for-dollar or equal match is required, with at least **50%** of the total project cost paid for by matching funds. Matching funds may include in-kind contributions based on market value of the service. Matching funds can be allotted to salaries, benefits, travel expenses, and equipment purchased specifically for this project. In-kind contributions include use of existing equipment and facilities, general and administrative expenses, and overhead. A signed letter is required from the funding source documenting the amount of funds committed.

## **PRIORITY AREAS**

DPR has legal mandates to assure the proper, safe, and efficient use of pesticides while protecting workers, consumers, and the environment. To accomplish the mandates, DPR encourages the development of reduced-risk pest management practices that can become part of a larger pest management system. Based on DPR's mandates and regulatory concerns as well as current pest management needs in California, the following proposals will be given priority for funding in 2000:

- Alternatives to highly toxic pesticides in the following categories:
  - Organophosphates, carbamates, and Proposition 65
  - Toxicity Category I products
  - Restricted use materials
- Pest management projects that reduce worker exposure to pesticides
- Pest management projects that address the protection of surface and ground water quality
- Alternatives to methyl bromide and other fumigants
- IPM projects in public schools and other public buildings
- Development of reduced-risk approaches for residential pest management in urban and suburban areas
- Alternatives to new or secondary pest problems that arise after moving to a pest management system that relies on reduced-risk approaches

## **SELECTION CRITERIA**

The PMA proposal will be evaluated and scored using the following criteria:

1. **Priority Areas:** The proposal addresses one of the priority areas for funding. The environmental and human health benefits related to the practices are significant, measurable, and demonstrable. (10 points)
2. **Recognized Importance:** An important pest management problem exists for the commodity and affected community due to human health or environmental concerns. A significant proportion of the members of the organization and potential Alliance participants recognize there is a problem and they are interested and able to address the issue. (10 points)
3. **Pest Management Evaluation:** The completed evaluation is a representative assessment of the existing pest management system. Pest management challenges, such as human health and/or environmental concerns, regulatory challenges, and technical issues (e.g., pesticide resistance, new pests) are explained. Alternative reduced-risk practices or technologies are identified. (10 points)

4. **Project Objectives and Systems Approach:** Objectives are clearly stated. Tasks required to fulfill each objective are identified. Tasks are concise with a clear timetable. Participant roles in each task are stated and the results are measurable. The suggested approach to the problem is scientifically valid and involves an integrated and whole systems approach, it takes the system (e.g., farming, forestry, urban, urban–agriculture interface) as a whole into account in addressing the pest management challenge(s). (10 points)
5. **Collaborative Effort:** There is sufficient commitment and leadership by organizations and/or institutions (growers, packers, processors, PCAs, county agricultural commissioners, service providers, educators, researchers, or other appropriate institutions) to develop and implement the project. A management team is clearly identified and they have demonstrated managerial strengths and ability to work together. It is important to establish that the project team is qualified to conduct the proposed work. The team is representative of organizations and/or institutions that could benefit from the reduced-risk practices. Team members are technically qualified to conduct the proposed work. (15 points)
6. **Organizational Support and Matching Funds:** There is sufficient economic and organizational support (expertise) to develop and implement the proposal. There will be ongoing support to evaluate the progress of the project. The project does not duplicate other efforts funded by public, nonprofit, or other private sources. Matching funds and in-kind services have been assured. **No proposal with less than an equal match will be funded.** (15 points)
7. **Adoption:** The costs and benefits of the solutions are such that the practices will become widely adopted. (10 points)
8. **Ready for Demonstration:** The reduced-risk practices and/or technologies proposed have been shown, scientifically, to solve the pest control problem. The identified practices are ready for adoption by a significant number of participants. A segment of the community already uses these practices and could serve as mentors. (10 points)
9. **Outreach and Extension:** The team members are committed to documenting, publicizing, and disseminating practical results and the value of a reduced-risk approach. (10 points)

#### **PROCESS FOR PROPOSAL SELECTION**

The Pest Management Advisory Committee (PMAC) reviews all proposals. The PMAC was established by law to advise DPR on issues of pest management. This committee is comprised of representatives of growers, processors, industry, public and private research and educational institutions, nonprofit educational organizations, and individuals knowledgeable about pest management. Proposals are evaluated and ranked according to a point system based on the selection criteria listed above. Proposals must pass minimum requirements, 90 out of a possible 100 points. Proposals are awarded based on highest scores until all funds are exhausted. Proposals for continuing projects must include the most recent progress report.

## **CONFLICT OF INTEREST**

Members of the PMAC are not eligible to receive funds unless they exempt themselves from participating in the review and recommendation of their proposals. Members include Paul Helliker, Frank Zalom, Karen Heisler, Mark Shelton, Richard Price, Mel Androus, Sayed Badr, Robert Baker, Robert Bugg, Kim Crum, Robert Curtis, Teresa Dennis Dunham, Robert Ehn, Ron Hampton, Pam Marrone, Joel Nelsen, Maxwell Norton, Kevin Olsen, Steven Pavich, William Thomas, Patrick Vail, and Dawit Zeleke. Employees of DPR are not eligible to receive funds.

## **PROPOSAL CONTENTS**

### **I. Title Page:**

1. Title of project.
2. Name, address, and organization, institution or corporate affiliations of the applicant(s). Include telephone and fax numbers and e-mail address.
3. Name, address, affiliation, and telephone number of cooperating individuals.
4. Budget total.
5. Expected start and end date.
6. Priority area(s) addressed.

### **II. Abstract**

Limit the abstract to 400 words. State the problem to be addressed, briefly describe previous work done relating to the project, (including previous work by the applicant and team members), state the objectives, briefly describe the work plan tasks, identify the proposed activities to be funded by the PMA program, and list the expected risk reduction and benefit created from implementing the project.

### **III. Body of the Proposal:**

The proposal should be thorough yet concise, and include the following information:

#### **A. Introduction**

Provide an overview that summarizes the objectives, tasks designed to fulfill each objective, and organizational structure of the project. Describe how individuals and their organization will work together.

#### **B. Evaluation Criteria**

1. Priority areas: List the priority areas that will be addressed. Describe expected reduction in risks associated with the new practice or technology when compared to current practices.

2. Importance: Describe the human health and/or environmental problems related to pest control within the system. What is the history of efforts made by the industry or organization to deal with these human health and environmental problems? Do a majority of those in the industry and organizations recognize that the problems exist?
3. Pest Management Evaluation: Does the Evaluation describe the existing pest management system? Is it representative of the state? Are pest management challenges identified, including human health, environmental, and regulatory challenges? Are new or alternative practices or technologies with potential for adoption summarized?
4. Project objectives and systems approach: Describe project objectives in detail. Objectives should be measurable and consistent with the goals of the project. Describe the tasks for meeting each objective. Specify methods employed, information to be collected and disseminated, sampling methods, and components of demonstrations or training programs. Describe the conventional and reduced-risk practices. Include specific information including beginning and ending date, people involved, and what portion of work will be supported with PMA funds (use budget forms provided). Discuss how the proposed project takes a whole systems approach in addressing pest management priorities.
5. Collaborative effort: List groups that will be involved in the project. Identify individuals and their affiliations, and indicate their support for the project. Describe how the group will work together to implement, demonstrate, educate, and provide outreach for the proposed reduced-risk practices. Discuss in detail how you will allocate the work among staff and subcontractors. Identify people in charge of each task, who will work on each task, and what work each subcontractor will do. Discuss the relationship and interaction between technical and implementation teams. Describe the ownership and legal structure of the alliance organizations and the legal structure among the organizations, if any. Provide résumés or curriculum vitae, no longer than four pages each, for all principal investigators involved in the project.
6. Organizational support and matching funds: Clearly indicate organizational support, contribution of matching funds, and how funds and services are to be allocated (use budget forms provided). List similar projects in the same or parallel industries or organizations.
7. Adoption: Describe the practices that are likely to be adopted and why (e.g., practical replacement for a high risk, high-use pesticide; successful agronomic, cultural and pest management practices used by some practitioners; practices that are cost effective). Describe and quantify the economic benefits to the organization, alliance members, and State of California from implementation of the proposed practices. Compare the costs of proposed pest control practices with current options.

8. Ready for Demonstration: Are the proposed pest control practices at a stage of development that they are ready for demonstration and adoption? How will the project demonstrate these practices?
9. Outreach and Extension: Is the team committed to documenting and publicizing the economic as well as practical benefits to others? How will this occur? What resources are necessary and available to continue this effort? Describe a plan for transition to insure continuation of the proposed practices beyond the funding period.

C. Timetable

Provide a schedule with dates or seasonal benchmark for each task and the corresponding completion dates. The schedule should identify the tasks, deliverables, and due dates. This information can be included in a table format. Assume a start date of March 1, 2001.

IV. Budget (Forms 1, 2, 3, 4, and 5)

Complete the budget submittal, budget summary, and budget detail forms (Forms 1, 2, and 3). Refer to Appendix I for information on itemizing expenditures in the budget. The proposal must show an equal match of funding (at least 50% of the total budget must be from the Alliance group). Show the budget and funding source for each task, distinguish between PMA and matching funds (include both monetary and in-kind support). Identify total contributions by each Alliance member. Identify total funding requested from DPR and total matching funds including monetary and reasonable value of in-kind services. Also, identify other sources of funding being sought. Clearly identify on the in-kind contribution form (Form 4) the dollar amounts that represent in-kind services and describe how each in-kind service dollar amount was determined. Refer to the lists in Section I of this RFP for eligible and ineligible budget expenses. Include a work plan summary (Form 5) that summarizes expenses by task, for the entire project. See the example in Appendix II as a guide to completing Form 5. Be as specific as possible and clearly identify funds and services.

In the travel line item of the budget, include the specific purpose of each trip, destination, and cost. Travel rates should not exceed the rates established by the State Department of Personnel Administration (DPA) regulations for civil service employees (see Appendix III), or you must supply verification that your rates exceed DPA's. Funds, in part or in whole, cannot be used for developing proprietary information. Expenses for foreign travel will not be allowed. Expenses related to sales, advertising, and marketing are not eligible.

V. Required Attachments

A. Pest Management Alliance Evaluation:

Attach the Pest Management Alliance Evaluation report.

- B. Letters of Commitment:  
Include a signed letter of intent to participate from each cooperating member. Include a curriculum vitae or résumé for each principal investigator and a publications list.
- C. Bidder's Checklist:  
Include the Bidder's Checklist (Appendix IV) in the proposal.
- D. Proposal/Proposer Certification Sheet:  
All applicants must sign and return a certification sheet (Appendix V) with the proposal.
- E. Authorization Resolution:  
An Authorization Resolution (Appendix VI) is required from Boards, Commissions, County, City, District or other public body seeking funding under this RFP. Failure to provide a resolution may disqualify the bid. The resolution does not have to specify the amount but must identify this RFP. Authorization can be in the form of a resolution, order, motion, or ordinance of the local governing body, which, by law, has authority to enter into the proposed bid and contract with DPR. A resolution is not required for any contract less than \$5,000.

## SECTION I

### GENERAL CONTRACTING INFORMATION

This section contains general information about preparing a proposal to develop a Pest Management Alliance Work plan. General contracting information is also included.

### BUDGET

DPR will fund projects through cost-reimbursable contracts, in which the contractor's costs are reimbursed by DPR at specified intervals upon completion of the work required for that period. Under no circumstances will DPR reimburse the contractor for costs exceeding the contract award. DPR will reimburse PMA contractors upon completion of each task or sub-task.

DPR will reimburse only those costs actually incurred by the contractor that appear on the invoice for the period billed. No reimbursement will be made for invoices that, in the judgment of DPR staff, do not comply with the requirements of the contract.

Eligible costs for funding include:

- Actual salaries of staff assigned to the project (at market rates);
- Benefits (up to 35 percent of salary);
- Subcontractors/consultants;
- Reasonable travel expenses (travel and accommodation by the most economic means, within state rates.) (See Travel Expenses Reimbursement Chart, Appendix III);
- Other costs deemed reasonable;
- Overhead costs such as lease of office space or other facilities used specifically for the project (up to 100 percent of salaries); and
- General and administrative expenses (up to 15 percent of salaries).

Ineligible costs for funding include:

- Permanent structures and their repair or remodeling;
- General operating costs;
- Legal fees;
- Basic research costs, except where a relatively small component of the PMA contract is research essential to the success of the project as a whole;
- Liability analysis;
- Patent and copyright analysis;
- Expenses associated with commercialization, full-scale production, deficit financing, or marketing;
- Contingencies;
- Profits for applicant and team members; and
- Design work, except where it is a relatively small component (less than five percent) and essential to the success of the project as a whole.

## **CONTRACT MONITORING**

### **Technical Monitoring**

Each awarded contract will be assigned a DPR contract manager. Any shift in funds or dates during the course of the project by the contractor requires the prior approval of the DPR contract manager. At the completion of each task, the DPR contract manager may make a site visit to evaluate the attainment of the task.

### **Meetings**

The DPR contract manager will participate in the Alliance and should be notified before any meeting or event. The principal investigator will be the contact person for all Alliance activities. The principal investigator should be prepared to host the first meeting to discuss the overall plan, details for performing the tasks, project schedule, changes to the project team, and any issues that may need to be resolved. A review meeting should be scheduled at the project site(s) midway through the project. A final meeting, to be held in Sacramento, should be scheduled at the conclusion of the project for an oral presentation of project results and accomplishments. Other meetings may be held during the course of the project.

### **Progress Reports**

The contractor should submit progress reports with each invoice at the end of each task or sub-task. If the interval between invoice periods is longer than three months, the contractor should submit progress reports at three-month intervals.

Progress Report Contents
<ul style="list-style-type: none"><li>• A brief summary of work completed or partially completed since the last progress report, including a discussion of any problems or opportunities that have emerged as a result of the ongoing work, and a brief discussion of work planned before the next progress report.</li><li>• Actual budget and cash flow compared to the ones previously forecasted in the contract as well as an updated budget and cash flow for the remainder of the project.</li><li>• A summary of eligible expenses paid cumulatively since the beginning of the project as well as the total amount of dollars spent on the project to date.</li><li>• Copies of minutes of management and other meetings as they relate to the project, as well as relevant material handed out at these meetings.</li></ul>

### **Final Report**

Refer to Appendices VII and VIII for final report content and format. An oral presentation may be required as part of the final report.

**Contract Provisions**

Successful bidders, upon accepting the award, will be required to enter into and sign a contract that incorporates certain contract provisions. These include the State of California Standard Agreement form and Additional DPR Contract Provisions (Appendix IX). Ownership of the information developed with PMA support will be in the public domain.

**Invoicing**

The contractor will submit invoices in triplicate to Ms. Cindy Roberts in the Environmental Monitoring and Pest Management Branch at DPR. The invoice will itemize all expenses incurred during the task or sub-task identifying both PMA contract expenses and matching-fund expenses. Each item in the invoice will correspond to an item in the project budget.

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**Budget Submittal Form  
FORM 1**

PLEASE TYPE OR PRINT

Title of Proposal: \_\_\_\_\_

Total Budget: \_\_\_\_\_

Total PMA Funds Requested: \_\_\_\_\_

Period Covered: \_\_\_\_\_

Institution or Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Name of person authorized to bind this bid<sup>1</sup>: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature of person authorized to bind this bid: \_\_\_\_\_

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<sup>1</sup>Attach necessary verification from institution or organization

**Budget Summary Form  
FORM 2**

Budget Summary			
Direct Costs	PMA	Match	Total
1. Salaries			
2. Benefits			
3. Travel			
4. Communication			
5. Supplies			
6. Services			
7. Equipment			
8. Contractual			
TOTAL DIRECT COSTS			
9. TOTAL INDIRECT COSTS			
TOTAL DIRECT & INDIRECT COSTS			

**Budget Detail  
FORM 3**

**I. Direct Costs**

1. Salaries					
	Individual's Name	Work Title	Est. Total Hours	PMA Cost	Total Cost
A					
B					
C					
D					
E					
F					
SUBTOTAL					

2. Benefits				
	Base (\$)	Rate (%)	PMA Cost	Total Cost
A				
B				
C				
D				
E				
F				
SUBTOTAL				

Use additional page if necessary

3. Travel		
	PMA Cost	Total Cost
SUBTOTAL		

4. Communication (itemize)			
	Item	PMA Cost	Total Cost
A			
B			
C			
SUBTOTAL			

5. Supplies (itemize)			
	Item	PMA Cost	Total Cost
A			
B			
C			
D			
E			
SUBTOTAL			

Use additional page if necessary

6. Services (itemize)			
	Item	PMA Cost	Total Cost
A			
B			
C			
D			
E			
SUBTOTAL			

7. Equipment (itemize)			
Equipment purchased in whole or in part with PMA funds may, at State request, revert to the State at the completion of the project.			
	Item	PMA Cost	Total Cost
A			
B			
C			
D			
E			
SUBTOTAL			

Use additional page if necessary

8. Contractual List all subcontractors and consultants. Also provide a separate Budget Submittal form for each subcontractor and consultants.			
	Subcontractor or consultant	PMA Cost	Total Cost
A			
B			
C			
D			
E			
SUBTOTAL			

TOTAL DIRECT COST (add subtotals for categories 1-8)	
--	--

**II. Indirect Costs**

9. Indirect Costs (Itemize)				
	Base	Rate	PMA Cost	Total Cost
A				
B				
SUBTOTAL				

TOTAL INDIRECT COST:	
<b>TOTAL PROJECT COST:</b>	

Use additional page if necessary

**In-Kind Contributions<sup>2</sup>**  
**FORM 4**

Description of Expenditure	Value Determination <sup>3</sup>	In-Kind Value Claimed

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<sup>2</sup>Include with final proposal

<sup>3</sup>Describe how the dollar amount was determined (e.g., actual book value of equipment, fair market rental value, etc.)

**WORK PLAN SUMMARY FOR PROJECT # \_\_\_\_\_  
FORM 5**

SPECIFIC TASKS	START AND END DATE FOR TASK		PERSONS INVOLVED	PMA FUNDS	MATCHING FUNDS AND SOURCE		TOTAL COST
TASK 1							
Task Element							
Task Element							
Task Element							
TASK 2							
Task Element							
Task Element							
TASK 3							
Task Element							

See Appendix II for example.

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## APPENDIX I

### Budget and Contract Billing: Itemizing Expenditures on Invoices

#### Budget Categories

Use the nine budget categories listed below for itemizing all expenditures on invoices; do not combine categories.

1. Salaries
2. Benefits
3. Travel
4. Communication
5. Supplies
6. Services
7. Equipment
8. Contractual
9. Indirect

#### Expenditures by Category

Examples of expenditures appropriate for each budget category are listed below. These are listed for reference only and do not represent a complete listing of all possible expenditures.

1. Salaries
  - Salaries and wages for permanent employees and temporary help
2. Benefits
  - Social Security
  - Medicare
  - Dental Insurance
  - Health Insurance
  - Retirement
  - Workers' Compensation Policy
  - Workers' Compensation Contract
  - Industrial Disability Leave
  - Non-Industrial Disability Leave
  - Unemployment Insurance
  - Life Insurance
  - Vision Care
  - Subsidy for purchase of transit passes, transit tickets, car pools and van pools

### 3. Travel

- Vehicle mileage
- Meals
- Lodging
- Tolls, parking
- Fares — rail, bus, taxi
- Incidentals
- Conference or convention attendance - registration fees

### 4. Communication

- Fax machine supplies — paper, toner, etc.
- Support — interagency mail services, freight services
- Radio and microwave services
- Telephone — private vendors service and repair (includes service and repair for pagers, squawk boxes)
- Telephone — cellular phone service and repair
- Postage — stamps, stamped envelopes, postage due charges, registered and certified mail charges, post office box rentals, parcel post, Federal Express, UPS, mass mailing
- Postage meter — rent, repairs, refills, etc.
- Printing — announcements of meetings, fliers

### 5. Supplies

- Data processing — includes costs of consumable items and necessities, such as paper, printer ribbons, magnetic tapes, disk packs, “floppy” disks, cassettes, cassettes/cartridges, etc., required for operation of data processing equipment and PC systems
- Data processing software — includes costs of licensing agreements and purchases of proprietary software products and associated documentation for data processing and PC systems purchased
- Office supplies (not otherwise classified) — all office supplies and equipment including furniture less than \$5000 including:
  - Supplies to produce pamphlets, leaflets, and brochures
  - Rubber stamps and other similar items
  - Photocopy paper, office copier supplies
  - Printed forms and stationary — includes publications, printed mailing labels
  - Agricultural/field supplies — miscellaneous agricultural supplies required for use in field operations including scientific property, beneficial insects, pheromone traps
  - Chemicals and lab supplies
  - Training films and slides
  - Photography — cameras and other equipment, film

## 6. Services

- Data processing — costs of contracts with outside entities for data processing services, to include system analysis, programming, computer processing, key data entry, data conversion, information services to support ongoing operations
- Reproduction, printing and copying when performed by outside entity
- Sample analysis — laboratory analysis
- Photography — film development
- Office equipment rental, maintenance, and repairs
- Video equipment rental, maintenance, and repairs
- PA system rentals
- Transcription services
- Training facility rental
- Room rental
- Laundry services
- Vehicle maintenance and repair

## 7. Equipment

- Property/equipment costing \$5,000 or more per item
- Passenger vehicles requiring DMV registration
- Scientific property/equipment costing \$5,000 or more per item
- Electronic data processing equipment costing \$5,000 or more per item

## 8. Contractual

- External consultant and professional services

## 9. Indirect

- Overhead

**APPENDIX II  
Form 5**

WORK PLAN SUMMARY FOR PROJECT <i>LETTUCE DEMONSTRATION PROJECT, SALINAS VALLEY</i>							
SPECIFIC TASKS	START AND END DATES FOR TASK		PERSONS INVOLVED	PMA FUNDS	MATCHING FUNDS AND SOURCE		TOTAL COST
	<b>TASK 1</b> Demonstration farm for biological control releases	March 15			May 15	Farmer Brown P.R. Paulson Extension Ed Biological Control Betty	
Purchase BC agents	April 1		Biological Control Betty				
Release and monitor	April 15	May 1	Extension Ed Biological Control Betty				
Write up results	May 10	May 15	Extension Ed				
<b>TASK 2</b> Grower workshop for central coast growers	March 20	May 30	P.R. Paulson Extension Ed	1,250	0		
Line-up speakers	March 30		Etc.				
Publicize event...	April 5	April 30		2,750	500	Lettuce Board	3,250
<b>TASK 3</b> Grower workshop for south coast growers	March 30	June 15					

## APPENDIX III

### Travel Expenses Reimbursement Chart

#### **LODGING ALLOWANCES:**

Non-Conference/Convention/Business Meeting  
w/Receipt Up to \$84.00 + tax

#### **MEAL ALLOWANCES:**

Breakfast Up to \$ 6.00  
Lunch Up to \$10.00  
Dinner Up to \$18.00  
Incidentals Up to \$ 6.00

#### **MILEAGE (Per mile rate):**

Private Vehicle Up to 31 cents

#### **PARKING:**

w/o Receipt Up to \$ 6.00  
w/ Receipt Actual Cost

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May claim reimbursement for the room rate up to the amount indicated plus the entire tax. Lunch allowance may not be claimed for travel less than 24 hours (i.e., one-day trip). The incidental allowance is intended to reimburse claimant for newspapers and magazines, personal telephone calls, laundry, dry cleaning and other miscellaneous expenses incurred during the course of travel. This allowance may not be claimed for travel less than 24 hours.

## APPENDIX IV

### Bidder's Checklist

A complete proposal or proposal package will consist of the items identified below. Complete this checklist to confirm the items in your proposal. Place a check mark or "X" next to each item that you are submitting to the State. For your proposal to be responsive, all required attachments must be returned. This checklist should be returned with your proposal package also.

#### Attachment Name/Description

- \_\_\_\_\_ Pest Management Evaluation
- \_\_\_\_\_ Letters of Commitment
- \_\_\_\_\_ Bidders Checklist (APPENDIX IV)
- \_\_\_\_\_ Proposal/Proposer Certification Sheet (APPENDIX V)
- \_\_\_\_\_ Authorization Resolution (*required from Boards, Commissions, County, City, District or other public body seeking funding*) (APPENDIX VI)
- \_\_\_\_\_ Signed letter from funding source other than DPR (*matching funds*)
- \_\_\_\_\_ Proposal, six copies, two-sided

Bids must be received prior to the submittal deadline.

Proposed awards will be posted for five days.

## APPENDIX V

### Proposal/Proposer Certification Sheet

This Proposal/Proposer Certification Sheet must be signed and returned along with all the “required attachments” as an entire package with original signatures. The proposal must be transmitted in a sealed envelope in accordance with RFP instructions. The instructions to fill out this form are on the following page.

- A. Place all required attachments behind this certification sheet.
- B. The signature affixed hereon and dated certifies compliance with all the requirements of this proposal document. The signature below authorizes the verification of this certification.

### An Unsigned Proposal/Proposer Certification Sheet May Be Cause For Rejection

1. Company Name	2. Telephone Number (   )	2a. Fax Number (   )
3. Address		
Indicate your organization type:		
4. <input type="checkbox"/> Sole Proprietorship	5. <input type="checkbox"/> Partnership	6. <input type="checkbox"/> Corporation
Indicate the applicable employee and/or corporation number:		
7. Federal Employee ID No. (FEIN)	8. California Corporation No.	
Indicate applicable license and/or certification information:		
9. Contractor’s State Licensing Board Number	10. PUC License Number CAL-T-	11. Required
12. Proposer’s Name (Print)	13. Title	
14. <b>Signature</b>	15. Date	
16. Are you certified with the Department of General Services, Office of Small Business Certification and Resources (OSBCR) as:		
a. Small Business Enterprise Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, enter certification number: _____	b. Disabled Veteran Business Enterprise Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, enter your service code below: _____	
<b>NOTE:</b> A copy of your Certification is required to be included if either of the above items is checked Date application was submitted to OSBCR, if an application is pending:		

### Instructions for Completion of the Proposal/Proposer Certification Sheet

Complete the numbered items on the  
Proposal/Proposer Certification Sheet by following the instructions below.

Item Numbers	Instructions
<b>1, 2, 2a, 3</b>	Must be completed. These items are self-explanatory.
<b>4</b>	Check if your firm is a sole proprietorship. A sole proprietorship is a form of business in which one person owns all the assets of the business in contrast to a partnership and corporation. The sole proprietor is solely liable for all the debts of the business.
<b>5</b>	Check if your firm is a partnership. A partnership is a voluntary agreement between two or more competent persons to place their money, effects, labor, and skill, or some or all of them in lawful commerce or business, with the understanding that there shall be a proportional sharing of the profits and losses between them. An association of two or more persons to carry on, as co-owners, a business for profit.
<b>6</b>	Check if your firm is a corporation. A corporation is an artificial person or legal entity created by or under the authority of the laws of a state or nation, composed, in some rare instances, of a single person and his successors, being the incumbents of a particular office, but ordinarily consisting of an association of numerous individuals.
<b>7</b>	Enter your federal employee tax identification number.
<b>8</b>	Enter your corporation number assigned by the California Secretary of State's Office. This information is used for checking if a corporation is in good standing and qualified to conduct business in California.
<b>9</b>	Complete if your firm holds a California contractor's license. This information will be used to verify possession of a contractor's license for public works agreements.
<b>10</b>	Complete if your firm holds a PUC license. This information will be used to verify possession of a PUC license for public works agreements.
<b>11</b>	Complete, if applicable, by indicating the type of license and/or certification that your firm possesses and that is required for the type of services being procured.
<b>12, 13, 14, 15</b>	Must be completed. These items are self-explanatory.
<b>16</b>	If certified as a Small Business Enterprise, place a check in the "yes" box, and enter your certification number on the line. If certified as a Disabled Veterans Business Enterprise, place a check in the "Yes" box and enter your service code on the line. If you are not certified to one or both, place a check in the "No" box. If your certification is pending, enter the date your application was submitted to OSBCR.

**APPENDIX VI**

**Example of an Authorization Resolution for a Marketing Board<sup>4</sup>**

Resolution authorizing the Executive Director to Execute Research Contracts with the California Department of Pesticide Regulation

WHEREAS, the \_\_\_\_\_ (Name of Association) determines and declares that they may enter into research projects for the 2000/2001 Marketing Year, and

WHEREAS, \_\_\_\_\_ (Name of Association) may establish or provide for the establishment of production research, marketing research, and development projects, designed to assist, improve or promote the marketing distribution and consumption or efficient production of \_\_\_\_\_ (commodity) .

THEREFORE, BE IT RESOLVED BY THE \_\_\_\_\_, that the Executive Director of the board is hereby authorized to enter into and execute contracts, including research, for the Board, with the California Department of Pesticide Regulation, subject to all conditions.

I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution unanimously adopted by the \_\_\_\_\_.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Executive Director

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<sup>4</sup>Note: An appropriate resolution is required for any board, commission, association or public entity governed by a board (elected or appointed) before any contract can be signed and approved.

## APPENDIX VII

### Pest Management Alliance Project Final Report Format

The PMA final report is a record of the project and its results. The report will be posted to DPR's web as received and should be well organized. If DPR finds that the information is incomplete and does not fulfill the requirements as stated in this format, final payment for the work carried out may be withheld.

**Note:** *In partial fulfillment of the final report requirements, the contractor shall submit a copy of the report via e-mail or on diskette, in Microsoft Word. This is in addition to the paper copy to be submitted. The diskette shall be clearly labeled with the contract title, the DPR agreement number, the words Final Report and the date. DPR reserves the right to modify the format of the Word version for reproduction.*

**Title:** The title of the final report will exactly duplicate the title of the agreement.

**Section order:**

The report should contain the following sections, in the order listed:

- Title page
- Disclaimer
- Acknowledgments
- Table of Contents
- List of Figures & Tables
- Executive Summary
- Body of Report
- References
- Appendices

**Title page:** The title page includes the heading (*Pest Management Alliance Project Final Report*), the title of the report, agreement number (from the State of California Standard Agreement), agreement title, name of the principal investigator(s), contractor name, date, and this statement: *Prepared for the California Department of Pesticide Regulation.*

**Disclaimer:** A page dedicated to this statement must follow the title page:

***The statements and conclusions in this report are those of the contractor and not necessarily those of the California Department of Pesticide Regulation. The mention of commercial products, their source, or their use in connection with material reported herein is not to be construed as actual or implied endorsement of such products.***

**Acknowledgments:** Only this section should contain acknowledgments of key personnel and organizations, including name, address, appropriate telephone numbers, and e-mail address of those associated with the project. The last paragraph of the acknowledgments must read as follows:

*This report was submitted in fulfillment of [DPR agreement number and project title] by [contractor organization] under the [partial or full] sponsorship of the California Department of Pesticide Regulation. Work was completed as of [date].*

**Table of Contents:** List all the sections, chapters, and appendices and exhibits, together with their page numbers. Check for completeness and correct reference to pages in the report.

**List of Figures & Tables:** These should be referenced in the body of the report.

**Executive Summary:** The executive summary provides a brief description of the purpose and scope of the work undertaken, including a description of the important aspects of the work performed and the results and conclusions.

**Report:** The body of the report should contain details of the project, divided into these sections:

- A. Introduction:** List project objectives, based on your proposal outline, and the specific tasks used to accomplish each stated objective. Provide details of any changes to the project objectives. List any problems that prevented you from meeting the project objectives or from completing any of the specific tasks.
- B. Results:** Identify project results by objective and task. Describe measures of success (e.g., number of growers, PCAs, and consultants attending project sponsored field days and workshops, percent increase in grower adoption of reduced-risk alternatives, percent reduction in use of highly toxic pesticides). Use the PMA Checklist—Measures of Success as a guide for compiling information. Templates for compiling information can be found at <<http://www.cdpr.ca.gov/dprgrants.htm>>.
- C. Discussion:** For example, describe what worked, what didn't, and why. Discuss feedback from growers, PCAs and others (i.e., interaction with management team, comments at field days, survey results). Describe the differences between conventional practices and reduced-risk alternatives and the associated costs. Describe changes in pesticide use as a result of what was learned.
- D. Summary and Conclusions:** Provide a clear description of the overall project accomplishments. What were the obstacles and opportunities?

**References:** Use a consistent style to fully cite work referenced throughout the report.

**Appendices:** Include newsletters, meeting announcements, handouts, radio/TV spots, trade articles, or other relevant material in the appendices.

## APPENDIX VIII

### **Pest Management Alliance Project Checklist — Measures of Success**

The goal of the PMA is to educate, demonstrate, and encourage adoption of economically sound reduced-risk pest management. It is important to identify the success of Alliance projects, both from the standpoint of outreach and to help assure continued funding support. This checklist is designed to record information, which could be used as measures of success for inclusion in your PMA final report. Some of these may not be applicable to your project, due either to the situation or stage of project development. Conversely, there may be information that you would want to include that is not identified in the checklist.

#### ***1) Demonstration of Reduced-Risk Practices***

- A list of participating growers including, the number of acres enrolled in the project, the number of acres under reduced-risk practices, the total number of acres planted to the crop of interest, other crops farmed and the total acres of these crops.
- A list of PCAs participating in the project, including the plot acreage managed by each participating PCA and the total acreage of the crop of interest managed by these PCAs.

#### ***2) Outreach and Extension***

Project participants:

- Number of cooperators.
- Number of site visits by the management team, with approximate dates.
- Number and kinds of meetings (not field days as described below).

Community at large:

- A table or list with the number of field days and attendance summaries (distinguish between growers, PCAs, public, other).
- Number of newsletters sent (both number of issues and total number of copies sent).
- Number of news articles or other news coverage of your project.

#### ***3) Project Evaluation***

- Pesticide use report data (DPR can provide assistance in analyzing pesticide use trends).
- Economic summary (reduced-risk versus conventional practices).
- Year-end results compared to the baseline (increase in use of reduced-risk practices).
- Feedback from participants on how to improve the project (survey results).
- Other measures of community interest in the project.

## APPENDIX IX

### Pest Management Alliance Project Contract Information

#### WHEN AND WHERE TO SUBMIT PROPOSALS

The original proposal must be marked "ORIGINAL COPY". All documents contained in the original proposal package must have original signatures and must be signed by a person who is authorized to bind the proposing firm. All proposals shall include the documents identified in the Bidder's Checklist (Appendix IV) and deliver six copies of the proposal (one copy with required original signatures) in a sealed package to DPR with the proposing entity's name on the outside of the package.

The proposal envelopes must be plainly marked with the RFP Number and Title, your firm name and address, and must be marked with "DO NOT OPEN", as shown in the following:

#### **Bid for Alliance Project, Bid No. 00-04 –DO NOT OPEN**

If the proposal is made under a fictitious name or business title, the actual legal name of the proposer must be provided. Proposals not submitted under sealed cover and marked as indicated may be rejected.

Mail or deliver proposals for a Pest Management Alliance Project by the deadline of 5:00 p.m. on November 1, 2000. Proposals that miss the deadline cannot be accepted and will be returned, unopened, to applicant. Successful applicants will be notified around December 2000.

#### U.S. Postal Service Deliveries

Department of Pesticide Regulation  
Contracts Office  
830 K Street, Room L.3  
Sacramento, CA 95814-3510

#### Hand Deliveries

(UPS, Express Mail, Federal Express)  
Department of Pesticide Regulation  
830 K Street – Security Guard  
Sacramento, CA 95814-3510

Proposals must be submitted for the performance of all services described herein. Any deviation from the work specifications will not be considered and will cause a proposal to be rejected.

A proposal may be rejected if it is conditional or incomplete, or if it contains any alterations of form or other irregularities of any kind. The State may reject any or all proposals and may waive any immaterial deviation in a proposal. The State's waiver of immaterial defect shall in no way modify the RFP document or excuse the proposer from full compliance with all requirements if awarded the agreement.

Costs for developing proposals and in anticipation of award of the agreement are entirely the responsibility of the proposer and shall not be charged to the State of California.

An individual who is authorized to bind the proposing firm contractually shall sign the Proposal/Proposer Certification Sheet, page #18. The signature must indicate the title of position that the individual holds in the firm. An unsigned proposal may be rejected.

A proposer may modify a proposal after its submission by withdrawing its original proposal and resubmitting a new proposal prior to the proposal submission deadline. Proposal modifications offered in any other manner, oral or written, will not be considered.

A proposer may withdraw its proposal by submitting a written withdrawal request to the State, signed by the proposer or an authorized agent. A proposer may thereafter submit a new proposal prior to the proposal submission deadline. Proposals may not be withdrawn without cause subsequent to proposal submission deadline.

The awarding agency may modify the RFP prior to the date fixed for submission of proposals by the issuance of an addendum to all parties who received a proposal package.

The awarding agency reserves the right to reject all proposals for reasonable cause. If all proposals are too high, the agency is not required to award an agreement.

Proposers are cautioned to not rely on the State during the evaluation to discover and report to the proposer any defects and errors in the submitted documents. Proposers, before submitting their documents, should carefully proof them for errors and adherence to the RFP requirements.

More than one proposal from an individual, firm, partnership, corporation or association under the same or different names, will not be considered. Reasonable grounds for believing that any proposer has submitted more than one proposal for the work contemplated herein will cause the rejection of all proposals submitted by that proposer. If there is a reason for believing that collusion exists among the proposers, none of the participants in such collusion will be considered in this or future procurements.

### **STANDARD CONDITIONS OF SERVICE**

Service shall be available on the express date set by the awarding agency, after all approvals have been obtained and the agreement is fully executed. Should the Contractor fail to commence work at the agreed upon time, the awarding agency, upon five (5) days written notice to the Contractor, reserves the right to terminate the agreement. In addition, the Contractor shall be liable to the State for the difference between Contractor's Proposal price and the actual cost of performing work by the second lowest proposer or by any other contractor.

All performance under the agreement shall be completed on or before the termination date of the agreement.

The State does not accept alternate contract language from a prospective contractor. A proposal with such language will be considered a counter proposal and will be rejected. The State's General Terms and Conditions (GTC) are not negotiable. The GTC may be viewed at Internet site [www.dgs.ca.gov/contracts](http://www.dgs.ca.gov/contracts).

No oral understanding or agreement shall be binding on either party.

### **PREFERENCE PROGRAMS**

Section 14835, et seq. of the California Government Code requires that a five percent preference be given to proposers who qualify as a small business. The rules and regulations of this law, including the definition of small business for the delivery of services, are contained in Title 2, California Administrative Code, Section 1896, et seq. A copy of the regulations is available upon request. To claim the small business preference, which may not exceed \$50,000.00 for any Proposal, your firm must have its principle place of business located in California and be certified by the State Office of Small Business Certification and Resources. Questions regarding the preference approval should be directed to that office at (916) 323-5478.

To be certified as a "Small Business" and be eligible to be granted the small business preference by state agencies in awarding contracts, the business concern must:

- a) Have requested the status of small business by 5:00 p.m. of the Proposal opening date, and must be certified by the Office of Small Business Certification and Resources as a small business.
- b) Not be, together with any and all affiliate(s), dominant in its field of operations(s).
- c) Be independently owned and operated, have its principal office located in California, and the officers in the case of a corporation, or owner(s) in all other cases, of such business must be domiciled in California.
- d) Not have an agency relationship with another firm, thereby making them ineligible for the small business certification.
- e) Have, together with any affiliates, 100 or fewer employees, and average annual gross receipts of ten million dollars (\$10,000,000) or less over the previous three years, as a non-manufacturer.
- f) Have, together with any and all affiliate(s), 100 or fewer employees, as a manufacturer.

Refer to California Code of Regulations, Title 2, Subchapter 8, Article 1, Section 1896 (m, 1-5), Section 1896.6 and Section 1896.12.

### **AWARD AND PROTEST**

Whenever an agreement is awarded under a procedure which provides for competitive bidding, but the agreement is not to be awarded to the low bidder, the low bidder shall be notified by telegram, electronic facsimile transmission, overnight courier, or personal delivery five (5) working days prior to the award of the agreement.

Upon written request by any proposer, notice of the proposed award shall be posted in a public place in the office of the awarding agency at least five (5) working days prior to the awarding of the agreement.

If any proposer, prior to the award of the agreement, files a protest with the awarding agency on the grounds that the (protesting) proposer is the lowest responsible proposer, the agreement shall not be awarded until either the protest has been withdrawn or the Department of General Services has decided the matter.

Within five (5) days after filing the initial protest, the protesting proposer shall file with the Department of General Services and the awarding agency a full and complete written statement specifying the grounds for the protest. The written protest must be sent to the Department of General Services, Office of Legal Services, 1325 J Street, Suite 1911, Sacramento, CA 95814. A copy of the written protest must be mailed to the Department of Pesticide Regulation, 830 K Street, Room L-3, Sacramento, CA 95814. It is suggested that you submit any protest by certified or registered mail.

Upon award of the agreement, Contractor must complete and submit to the awarding agency the Payee Data Record (STD 204), to determine if the Contractor is subject to state income withholding tax pursuant to California Revenue and Taxation Code Sections 18662 and 26131. No payment shall be made unless a completed STD 204 has been returned to the awarding agency.

Upon award of the agreement, Contractor must sign and submit to the awarding agency, page one (1) of the Contractor Certification Clauses (CCC) which can be found on the Internet at [www.dgs.ca.gov/contracts](http://www.dgs.ca.gov/contracts). This document is only required if the proposer has not submitted this form to the awarding agency within the last three (3) years.

## **DISPOSITION OF PROPOSALS**

Upon proposal opening, all documents submitted in response to this RFP will become the property of the State of California, and will be regarded as public records under the California Public Records Act (Government Code Section 6250 et seq.) and subject to review by the public. The State cannot prevent the disclosure of public documents. However, the contents of all proposals, draft proposals, correspondence, agenda, memoranda, working papers, or any other medium which discloses any aspect of a proposer's proposal, shall be held in the strictest confidence until the "Letter of Intent" is posted. The content of all working papers and discussions relating to a proposal shall be held confidential indefinitely unless the public's interest is best served by disclosure because of its direct pertinence to a decision, agreement, or evaluation of a proposal.

Proposal packages may be returned only at the proposer's expense, unless such expense is waived by the awarding agency.

STATE OF CALIFORNIA  
**STANDARD AGREEMENT**

STD 213 (NEW 02/98)

AGREEMENT NUMBER	AMENDMENT NUMBER
	1

1. This Agreement is entered into between the State Agency and the Contractor named below

STATE AGENCY'S NAME DEPARTMENT OF PESTICIDE REGULATION
CONTRACTOR'S NAME

2. The term of this Agreement is:

3. The maximum amount of this Agreement is:

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement:

Exhibit A - Scope of Work	_____	Pages(s)
Exhibit B - Budget Detail and Payment Provision	_____	Pages(s)
* Exhibit C - General Terms and Conditions	_____	(Number) _____ (Date)
Exhibit D - Special Terms and Conditions	_____	Pages(s)
Exhibit E - Additional Provisions	_____	Pages(s)

\*View at [www.dgs.ca.gov/contracts](http://www.dgs.ca.gov/contracts)

**IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.**

		<b>CALIFORNIA Department of General Services Use Only</b>
CONTRACTOR'S NAME <i>(If other than an individual, state whether a corporation, partnership, etc.)</i>		
BY <i>(Authorized Signature)</i>	DATE SIGNED <i>(Do not type)</i>	
PRINTED NAME AND TITLE OF PERSON SIGNING		
ADDRESS		
<b>STATE OF CALIFORNIA</b>		
AGENCY NAME DEPARTMENT OF PESTICIDE REGULATION		
BY <i>(Authorized Signature)</i>	DATE SIGNED <i>(Do not type)</i>	
PRINTED NAME AND TITLE OF PERSON SIGNING		
<input type="text"/>		
ADDRESS 830 K STREET, ROOM L-3 SACRAMENTO, CA 95814-3510		<input type="checkbox"/> Exempt per

**SCOPE OF WORK**

- 1. Agreement is entered into by and between the Department of Pesticide Regulation, (DPR), Environmental Monitoring and Pest Management Branch, 830 K Street, Sacramento, CA 95814-3510 and**
- 2. The services shall include**
- 3. The project coordinators during the term of this Agreement will be:**

**Department of Pesticide Regulation  
Env. Monitoring & Pest Mgmt.  
Attn:  
830 K Street  
Sacramento, CA 95814  
(916)  
FAX 916)**

**Contractor  
Attention:  
Address  
City, State Zip  
Phone  
FAX**

**BUDGET DETAIL AND PAYMENT PROVISIONS**

1. **INVOICING AND PAYMENT:** For services satisfactorily rendered and upon receipt and approval of the invoices, the State agrees to compensate the Contractor for actual expenditures incurred in accordance with the rates specified herein, which is attached hereto and made a part of this Agreement.

Invoices shall clearly reference this Agreement and are to be mailed to:

Department of Pesticide Regulation  
Environmental Monitoring and Pest Management  
Attention  
830 K Street  
Sacramento, CA 95814-3510

2. **BUDGET CONTINGENCY CLAUSE:** It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement, and Contractor shall not be obligated to perform any provisions of this Agreement.

If funding for any fiscal year is reduced or deleted by the Budget act for purposes of this program, the State shall have the option to either, cancel this Agreement with no liability occurring to the State, or offer an Agreement amendment to Contractor to reflect the reduced amount.

Payment under this agreement shall be in arrears upon submission and approval of an itemized invoice, identified with Agreement Number sent to the above address.

3. **PROMPT PAYMENT:** Payment will be made in accordance with and within the time specified in Government Code, Chapter 4.5 (commencing with Section 927).

## **RFP 00-04 TIME SCHEDULE**

**It is recognized that time is of the essence. All bidders submitting proposals are hereby advised of the following schedule and will be expected to adhere to the required dates and times.**

- |   |                          |
|---|--------------------------|
| <b>1. RFP available to Prospective Bidders</b>    | <b>July 10, 2000</b>     |
| <b>2. Proposal Submittal Deadline, 5:00 p.m.*</b> | <b>November 1, 2000</b>  |
| <b>3. Opening of Bids, 9:00 a.m.</b>              | <b>November 2, 2000</b>  |
| <b>4. Posting of Notice of Intent</b>             | <b>December 21, 2000</b> |
| <b>5. Agreement Award</b>                         | <b>March 1, 2001</b>     |

**For questions regarding this Request for Proposals or the ensuing Agreement, contact: Mr. Bob Elliott, (916) 324-4100, Department of pesticide Regulation.**

**\*Proposals that miss the submittal deadline cannot be accepted.**