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| --- |
| Exhibit 2  Proposer Response Template  [Insert Company Name Here]  for  RFP Number – Lassen-052024  Janitorial Services  for the  County of Lassen, SUPERIOR COURT OF CALIFORNIA  Proposals due by June 21,2024, no later than 3:00 p.m. (PST) |
|  |

**Exhibit 2 - Proposers Response Template**

**The following information must be included in the non-cost portion of the proposal (Exhibit 2). A proposal lacking any of the following information may be deemed non-responsive.**

1. **Proposer Information**
2. *(RFP Section16.1)*
   1. The Proposer’s name, address, telephone, and fax numbers, and federal tax identification number. Note that if the Proposer is a sole proprietor using his or her social security number, the social security number will be required before finalizing a contract.
   2. The name, title, address, telephone number, and email address of the individual who will act as a Proposer’s designated representative for purposes of this RFP.

**2.0 Company Overview and Financial Information**

*(RFP Section 16.2)*

a) Company name, headquarters location, date founded, ownership (private/public, joint venture, etc.), organization structure, number of years providing information technology services, and total number of employees.

**3.0 Financial Information**

*(RFP Section 16.2)*

1. Financial statements for the last three years together with a current certification made by the chief financial officer stating that statements are current, accurate and complete with the exception of any materials adverse changes specifically described that have occurred in the status and/or prospects of Proposer since the effective date of the most recent financial statements.

**4.0 Business Disputes**

*(RFP Section 16.3)*

1. Provide details of any disciplinary actions or other administrative action taken by any jurisdiction or person against Proposer. List and summarize all judicial or administrative proceedings involving your sourcing activities, claims of unlawful employment discrimination, and antitrust suits in which you have been a party within the last five years. If Proposer is a subsidiary, submit information for all parent companies. If the Proposer uses subcontractors, associated companies, and consultants that will be involved in any phase of this Agreement, include pertinent subcontractor information.

**5.0 Overview of Proposer’s Qualifications**

*(RFP Section 16.4)*

* Does the Bidder appear to be able to handle and resolve unanticipated complications and delays without interrupting the delivery of non-IT services?
* Did the Bidder include plans that will show how performance will be monitored and measured to ensure that all non-IT services are successfully performed and that the objectives, goals, and requirements are met?

**5..1 Résumés**

*(RFP Section 16.4.1)*

For each key staff member: a résumé of key staff members as outlined in Exhibit 2, Proposer Response Template, describing the individual’s education and experience, as well as the individual’s ability and experience related to the services described in RFP section 2.0.

**5.4 References**

*(RFP Section 16.4.3)*

Names, addresses, and telephone numbers of a minimum of three customers for whom the Proposer has provided similar goods and services.

*Instructions: Use the tables below to provide at least five references of customers with comparable size and scope of service.*

Reference 1

| **Reference 1** | |
| --- | --- |
| **Customer Name** |  |
| **Industry** |  |
| **Contact Name and Title** |  |
| **Address** |  |
| **Telephone** |  |
| **Email address** |  |
| **Average Annual Contract Value** |  |
| **End of Table** | |

Reference 2

| **Reference 2** | |
| --- | --- |
| **Customer Name** |  |
| **Industry** |  |
| **Contact Name and Title** |  |
| **Address** |  |
| **Telephone** |  |
| **Email address** |  |
| **Average Annual Contract Value** |  |
| **End of Table** | |

Reference 3

| **Reference 3** | |
| --- | --- |
| **Customer Name** |  |
| **Industry** |  |
| **Contact Name and Title** |  |
| **Address** |  |
| **Telephone** |  |
| **Email address** |  |
| **Average Annual Contract Value** |  |
| **End of Table** | |

Reference 4

| **Reference 4** | |
| --- | --- |
| **Customer Name** |  |
| **Industry** |  |
| **Contact Name and Title** |  |
| **Address** |  |
| **Telephone** |  |
| **Email address** |  |
| **Average Annual Contract Value** |  |
| **End of Table** | |

Reference 5

| **Reference 5** | |
| --- | --- |
| **Customer Name** |  |
| **Industry** |  |
| **Contact Name and Title** |  |
| **Address** |  |
| **Telephone** |  |
| **Email address** |  |
| **Average Annual Contract Value** |  |
| **End of Table** | |

# 6. Certifications, Attachments, and Other Requirements

(RFP Section 16.6)

Insert the following documents and Attachments:

**6.1** **Proof of Good Standing**

**6.2** **Business License**

**6.3** **Certificate of Insurance**

**6.4 Proposer’s Acceptance of Terms and Conditions (Attachment 3)**

**6.5 General Certifications Form (Attachment 4)**

**6.6 Darfur Contracting Act Certification (Attachment 5)**

**6.7** **Payee Data Record Form (Attachment 6)**

**6.8 Electronic Funds Transfer Authorization Form (Attachment 7)**

**6.9 Unruh Civil Rights Act and California Fair Employment and Housing Act Certification (Attachment 8)**

* 1. **DVBE Bidder Declaration (Attachment 9)**

**6.11 Bidder Declaration (Attachment 10)**

# 7. Exhibit 1—Cost Proposal Sheet

*(RFP Section 17)*

Proposer will complete and submit Exhibit 1 separately as described in RFP section 9.0.