



ADDENDUM NO. 4

PROSPECTIVE BIDDERS

July 22, 2010

This Addendum details modifications to the Invitation for Bid (IFB) entitled “*Kit for New Parents*”. The modifications are as follows:

1. IFB, Section K.2., Number of Bid Copies, paragraph (a), and Section L.1., Submission Instructions, paragraph (b), have been revised to change the number of bid submittal copies from five (5) complete bid response packages to four (4) complete sets; one (1) master with original signatures and three (3) copies of the master document.

2. IFB, Section N.1., Nonresponsive Bids, paragraph (a) has been revised to read:

“Failure of a bidder to: 1) Meet DVBE participation goals of at least 3 percent of the total amount of the Agreement of \$15,000,000.”

3. IFB, Section P.1., DVBE Participation Requirement (at least 3 percent), paragraph 4 is revised to read:

“For this procurement, the DVBE Participation Program requirement must be at least 3 percent (3%) of the total amount of the Agreement of \$15,000,000.”

4. IFB, Section P.2., DVBE Incentive Greater than 3 Percent Participation, is replaced in its entirety and shall now read as follows:

For evaluation purposes only, First 5 California shall apply an incentive to bids that propose California certified DVBE participation of 3 percent and over, which will be confirmed by the State. The incentive amount for awards based on low price is as follows:

DVBE Incentive	
Confirmed DVBE Participation of:	DVBE Incentive:
5% or Over	5%
4% to 4.99% inclusive	4%
3% to 3.99% inclusive	3%

Any DVBE participation level will be rounded to two (2) decimal places.

The DVBE incentive will be applied during the bid evaluation process and only to responsive, responsible bidders. For evaluation purposes, First 5 California shall apply an incentive to bids that propose California certified DVBE participation as identified on the Bidder Declaration GSPD-05-105 form and confirmed by the State. As applicable, the net bid price of responsive bids will be reduced (for evaluation purposes only) by the amount of DVBE incentive as applied to the lowest responsive net bid price. If the No. 1 ranked responsive, responsible bid is a California certified small business, the only bidders eligible for the incentive will be California certified small businesses. The incentive adjustment for awards based on low price cannot exceed 5% or \$100,000, whichever is less, of the No. 1 ranked net bid price. When used in combination with a preference adjustment, the cumulative adjustment amount cannot exceed \$100,000.

Application of the DVBE incentive shall not displace an award to a certified small business with a non-small business. Under the incentive program, a bidder claiming the "Non-Small Business preference" is considered a "non-small" business.

5. Attachment 1, Checklist, is replaced in its entirety (see attached). The following modifications were made to the Checklist to support items listed in the Minimum Qualifications Requirements of the IFB. Specifically, the bidder shall now include the following additional documents:
 - Description, maximum of three (3) pages, of a qualifying project that must identify the product, budget, and scope of work.
 - Copy of the bidder's financial statements to demonstrate bidder possesses sufficient and available funds to operate all project activities without restrictions, limitations, or conditions for at least 60 days of project expenditures.
 - Cover letter certifying that the bidder possesses the Minimum Qualification Requirements listed in Section I, items 1 through 5 of the IFB.
 - Copy of Disaster Recovery Plan Summary
6. Standard Agreement (Std. 213 form) is amended to revise Section 4 for Exhibit A-1, from 3 page(s) to 4 page(s) and Exhibit B-1, from 2 page(s) to 3 page(s). In addition, the address for First 5 California is corrected to read: 2389 **Gateway Oaks Drive, Suite 260**, Sacramento, CA 95833.
7. Exhibit A, Scope of Work, Task 1: Production and/or Procurement, subtask 1.5, items 1.6.1. and 1.6.2. are amended to correct the numbering format to read **1.5.1.** and **1.5.2.**

8. Exhibit A, Scope of Work, Task 3: Storage, Inventory, and Reports has been revised to add tasks 3.14. and 3.15., which shall read as follows:

3.14. If applicable, contractor shall provide First 5 California with a copy of a service level agreement from the cloud computing provider that describes response time to problems, detailed background and recovery strategies, and explains the security in place.

3.15. Contractor must have a disaster recovery plan in place and provide a plan summary.

9. Exhibit A, Scope of Work, Task 5: Transition of Services to a Successor is revised to add task 5.7 which shall read as follows: The successor shall be reimbursed a Per Pallet Handling fee for transitioned, pre-built *Kits*. The fee is a one-time reimbursement for costs the successor will incur for labor associated with moving transitioned *Kits* delivered to the successor's loading dock to the warehouse, data entry into the IT inventory system, pulling built *Kits* from the warehouse to fill orders, and preparing built *Kits* for shipment. The successor shall be reimbursed for the actual number of complete pallets received from the prior contractor. A pallet containing basic *Kits* can range between 640 pounds (packed out Master Cartons) to 840 pounds (192 unit bulk) with the dimensions of 48"x 40"x 48" and 48"x 40"x 52" respectively. Custom *Kits* can add up to 1.5 pounds of extra material.

10. Exhibit A-1, Basic Kit Component Specifications, Product Box, is revised to add the following:

Label: A clear Mylar label shall be used to seal the box

11. Exhibit A-1, Basic *Kit* Component Specifications Congratulation Letter, is corrected to read:

Color: 4 cp 2-sidedd

12. Exhibit A-1, Basic *Kit* Component Specifications, is revised for two criteria for the DVD-5 Replication for Asian *Kits* and is corrected to read: DVD-5 Replication (1 per kit for Asian *Kits*), and Develop a glass master for each of the 4 DVDs.

13. Exhibit B, Budget Detail and Payment Provision, Section 1.A., is revised to add one additional bullet to read as follows:

- Per pallet handling fee for pre-built *Kits*

14. Exhibit B, Budget Detail and Payment Provisions, Section 1. B., paragraph 4 is corrected to read: Invoices shall be submitted in duplicate **no** more frequently than monthly in arrears to:
15. Exhibit B-1, Additional Budget Detail and Payment Provisions, is amended to add a provision for line item fund shifts.

7. Line Item Category/Budget Changes

Change of line item category costs set forth in Exhibit B-2 that do not result in adjustments of more than 10 percent (10%) in any category must be requested in advance by the contractor, in writing, and approved by the First 5 California program manager. Changes that exceed 10 percent (10%) in one or more categories must be completed through a formal amendment to the Agreement and shall be approved by the Department of General Services (DGS), Office of Legal Services, or First 5 California, under the delegated authority of DGS. Written requests shall include a reason for the change, identification of the line item categories to be changed, and a revised budget. The State reserves the right to deny any request for line item transfers, additions, or deletions.

16. Exhibit B-2, Cost Sheet, is revised in its entirety to add funding for a Per Pallet Handling fee for pre-built Kits to a successor. The revised Cost sheet must be used for purposes of this bid. **Bidder's failure to submit bid on Addendum No. 4, Exhibit B-2, Cost Sheet, shall be cause for rejection of bid.**

Note: Bids are due by 3:00 p.m., Pacific Standard Time, July 29, 2010. First 5 California will not open or read "late" bids. No bid will be accepted unless the bidder or his/her authorized representative was in attendance at the mandatory pre-bid conference on July 15, 2010.

Attachments