

## Attachment 1

### Questions and Responses

#	Question/Request	Response
1	<p>Section IX of the RFP states the proposer “must be registered with the California Secretary of State and permitted to conduct business in the State of California.” However, in Section IX of the RFP Attachments Document, it is stated that:</p> <p>“it is further understood and agreed that COUNTY shall withhold seven percent (7%) of all income paid to CONTRACTOR under this agreement for payment and reporting to the California Franchise Tax Board because CONTRACTOR does not qualify as (1) a corporation with its principal place of business in California, (2) a partnership with a permanent place of business in California, (3) a corporation qualified to do business in California by the Secretary of State, or (4) an individual with a permanent residence in the State of California.”</p> <p>As an out-of-state proposer, would our organization be required to obtain a California Business License? If the answer is yes, is that something that we can secure upon award and prior to contract execution? We would greatly appreciate additional clarity on if and when we would need to obtain a license or if there are alternative paths our company can utilize.</p>	<p>Per Section IX of the RFP, the Department requires that the proposer be registered with the California Secretary of State to do business in California. The Department expects all proposers to hold a California business license or be in the process of obtaining one as of the date of proposal submittal (i.e., an application is pending with the California Secretary of State). The successful proposer must hold a valid California business license prior to contract execution.</p> <p>The language referenced in the question – noted as “Option 3 for Out of State Consultants” in Section IX of the sample agreement included as Attachment 2 to the RFP – simply provides optional tax-related language in instances where the County agrees to contract with an out-of-state contractor for specialized services, given that Attachment 2 to the RFP reflects the County’s standard contracting template. In light of the minimum qualification requirements in the RFP, the Department expects to utilize “Option 1” language for Section IX of any agreement for federal lobbying services resulting from the RFP.</p> <p>Information regarding the California Secretary of State’s processing dates is available at <a href="#">Current Processing Dates :: California Secretary of State</a>.</p>

2	<p>In section X of the RFP, bullet A., it is stated that:          “The organizational description should include a detailed description of experience in government relations, legislative and regulatory analysis, advocacy and outreach, strategic counsel, messaging, and communications (for at least three (3) years) that demonstrate experience in tasks outlined in Section IV.”</p> <p>Section IV is the Term and Effective Date of Agreement section. Is the reference to Section III of the RFP instead?</p>	<p>Correct. The referenced section in the RFP should have been III and not IV. An amendment has been made to the RFP and the updated version of the RFP is attached, Attachment 2.</p>
3	<p>Does the statement that we agree to the proposal format need to go in the cover letter or can it go on a separate page?</p>	<p>The cover letter must include the statement that the proposers are in agreement with the proposal format.</p>
4	<p>Is the Jan 14 interview – virtual or in person?</p>	<p>The January 14th interview will be in person.</p>
5	<p>Do you prefer to receive the proposal via email or OpenGov?</p>	<p>Proposers may submit the proposal either via e-mail or through OpenGov.</p>
6	<p>Is a California Business License required upon submittal of Proposal, or can it be acquired following selection?</p>	<p>Please see the response to question 1.</p>