

County of San Diego
REQUEST FOR QUOTATION
 THIS IS NOT AN ORDER

Date Issued: April 11, 2016

QUOTATION DUE DATE: May 5, 2016

RFQ No. 7325

SUBMIT COMPLETED FORM WITH YOUR BUYNET RESPONSE, or MAIL, FAX, EMAIL OR DELIVER TO:

County of San Diego
 Department of Purchasing and Contracting
 5560 Overland Avenue, Suite 270
 San Diego, CA 92123-1204

Quotations must be received in BuyNet or at the above address on or before 5:00 p.m. on the due date. **If mailed, the above RFQ No. must be included on the front of the envelope.**

FOR INFORMATION, PLEASE CONTACT

Mark Cooper, Procurement Specialist

Phone: (858) 505-6343
 Fax: (858) 715-6453
 mark.cooper@sdcountry.ca.gov

AWARD: Will be based on:

- EACH ITEM EACH LOT
 TOTAL PRICE
 OTHER (PRICING AND OTHER FACTORS)

DESCRIPTION

THE COUNTY OF SAN DIEGO, SHERIFF'S DEPARTMENT HAS A REQUIREMENT FOR A TRAINING PROVIDER FOR CYBER TECHNOLOGY THREAT COURSES IN ACCORDANCE WITH THE SCOPE OF SERVICES AND TERMS & CONDITIONS CONTAINED WITHIN.

THE CONTRACT TERM WILL BE FOR ONE INTIAL YEAR WITH FOUR OPTION YEARS. PRICING MUST REMAIN FIRM FIXED FOR THE TERM OF THE CONTRACT.

QUESTIONS AND REQUESTS FOR CLARIFICATION RELATED TO DEFINITION OR INTERPRETATION OF THIS RFQ SHALL BE REQUESTED IN WRITING PRIOR TO **1:00 P.M. BY APRIL 18, 2016**. THOSE RECEIVED AFTER THIS DATE MAY NOT BE ANSWERED AT THE DISCRETION OF THE COUNTY.

PLEASE ENTER YOUR QUOTATION PRICING ON BUYNET AND PROVIDE ATTACHMENTS TO PROCUREMENT SPECIALIST THROUGH BUYNET OR BY EMAIL.

*****ATTACHED SAMPLE CONTRACT AND INSURANCE REQUIREMENTS WILL BE REQUIRED TO BE SIGNED UPON AWARD.*****

*****CONTRACTS RESULTING FROM AWARD OF THIS RFQ WILL NEED TO MEET ALL FEDERAL FUNDING REQUIREMENTS.*****

Offeror acknowledges Addendum No. 1 2 3 4 5

BELOW TO BE COMPLETED BY OFFEROR

PAYMENT TERMS ARE NET 30 UNLESS OTHERWISE INDICATED: _____ % _____ days

NAME AND ADDRESS OF OFFEROR (Type or Print)

Offeror/Company Name

Address

City, State, Zip

()

Telephone Number

Website Address

()

Fax Number

NAME, TITLE & CONTACT INFORMATION OF PERSON AUTHORIZED TO SIGN OFFER (Type or Print)

Name of Authorized Representative

Title of Authorized Representative

Email Address

()

Telephone Number of Authorized Representative

Signature of Authorized Representative

Date

Evaluation and Award. Quotations are subject to acceptance at any time within 60 days after opening of same, unless otherwise stipulated by the County. This RFQ is an informal negotiated procurement process. Lowest price may not always be the sole criteria for award of an RFQ. The County reserves the right to waive a variation in specification if, in the opinion of the County, such variation does not materially change the item or its performance within parameters acceptable to the County. The County reserves the right to reject any or all quotations and to accept or reject any item(s) thereon, or waive any informality in the quotation. The County reserves the right to perform a pre-award survey of the offeror to determine capability to perform, including but not limited to facilities, financial responsibility, materials/supplies, and past performance. The determination of the County as to the offeror's prospective ability to perform the contract shall be conclusive. Any order resulting from this solicitation is subject to the County's Terms and Conditions of Purchase.

County of San Diego
Department of Purchasing and Contracting
REPRESENTATIONS AND CERTIFICATIONS

The following representations and certifications are to be completed, signed and returned with the offer.

1. BUSINESS TYPE

For-profit Non-profit Government

Attach proof of status for Non-profit.

2. INTERLOCKING DIRECTORATE

In accordance with Board of Supervisors Policy A-79, if Offeror is a non-profit as indicated in paragraph 1 above, Offeror is required to identify any related for-profit subcontractors in which an interlocking directorate, management or ownership relationship exists. By submission of this offer, Offeror certifies it will not enter into a subcontract relationship with a related for-profit entity if Offeror is a non-profit entity. If Offeror is a non-profit and will be subcontracting with a related for-profit entity, Offeror must list the entity(ies) on an attached separate sheet listing them all and the contract must be approved by the Board of Supervisors

3. BUSINESS REPRESENTATION

Offeror represents as a part of this offer that the ownership, operation, and control of the business are:

3.1. Are you a small business with:
100 or fewer employees and average annual gross receipts of \$14 million or less or, a manufacturer with 100 or fewer employees? Yes No

3.2. Are you a local business with a physical address within the County of San Diego? Yes No

3.3. Are you certified by the State of California as a:

Disabled Veteran Business Enterprise (DVBE)

Certification #: _____

Small Business Enterprise (SBE)

Certification #: _____

See the State of California, Department of General Services website for details on "Certified Small Business" and "Certified DVBE" requirements.

<http://www.dgs.ca.gov/pd/Programs/OSDS.aspx>

3.4. Estimated percentage of work in this offer to be performed or fulfilled locally (within the geographic boundaries of the County of San Diego): _____ %

4. CERTIFICATE REGARDING DEBARMENT, SUSPENSION AND RELATED MATTERS

Offeror hereby certifies to the best of its knowledge that neither it nor any of its officers:

4.1. Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; and

4.2. Have within a three (3) year period preceding this agreement been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and

4.3 Are presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with the commission of any of the offenses enumerated in paragraph 4.2 of this certification; and

4.4 Have within a three (3) year period preceding this agreement had one or more public transactions (Federal, State or local) terminated for cause or default.

4.5 Are presently the target or subject of any investigation, accusation or charges by any Federal, State or local law enforcement, licensing or certification body and if they are, the appropriate information is disclosed and included in the offer.

4.6 Offeror will report in writing to the County Department of Purchasing and Contracting within five business days of knowing or have any reason to know any change in status as certified in the preceding paragraphs 4.1 through 4.5, and that occur prior to award (in the case of bids) and contract execution (in the case of negotiated procurements).

4.7 Offeror and its proposed subcontractors, agents and consultants have not previously contracted with the County to perform work on or related to this project (e.g. preparing components of the statement of work or plans and specifications for this project). If Offeror or any of its subcontractors, agents or consultants, have previously contracted with the County to perform work on this project, Offeror shall identify those previous agreement(s) and submit that list along with the proposal.

5. CERTIFICATE OF CURRENT COST OR PRICING

This is to certify that, to the best of the Offeror's knowledge and belief cost and/or pricing data submitted with this offer, or specifically identified by reference if actual submission of the data is impracticable, is/are accurate, complete, and current as of the date signed below.

6. CERTIFICATE OF INDEPENDENT PRICING

By submission of this offer, each Offeror certifies, and in the case of a joint offer, each party thereto certifies as to its own organization, that in relation to this procurement:

6.1. The prices in this offer have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with other Offeror; with any competitor; or with any County employee(s) or consultant(s) involved in this or related procurements; and

6.2. Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed by the Offeror and will not knowingly be disclosed by the Offeror prior to opening, in the case of a bid, or prior to award, in the case of a proposal, directly or indirectly to any other Offeror or to any competitor; and

6.3. No attempt has been made or will be made by the Offeror to induce any other person or firm to submit or not to submit an offer for the purpose of restricting competition.

7. The Offeror understands that prior to receiving a contract award from the County, the Offeror must submit a completed IRS W-9 form to provide a Federal Tax ID number, or if not available, to provide a Social Security Number (SSN).

CERTIFICATION

The information furnished in Paragraphs 1 through 7 is certified to be factual and correct as of the date submitted and this certification is made under penalty of perjury under the laws of the State of California.

Name: _____

Signature: _____

Title: _____

Date: _____

Company/Organization: _____

SUBMIT THIS FORM AS DIRECTED IN THE REQUEST FOR SOLICITATION DOCUMENTS OR WITH THE OFFER

Revised 07-09-14

County of San Diego
SUBMITTAL REQUIREMENTS (PRICING AND OTHER REQUIREMENTS)

DESCRIPTION	EST. ANNUAL QUANT.	UNIT OF MEASURE	EXTENDED PRICE
<u>Base Period</u>			
Cost per hour: <i>Please enter the all-inclusive hourly rate for the training specified. The rate must include all instructor expenses, including but not limited to travel, per diem, honorarium and any related compensation for instruction.</i>	8	HOUR	\$
Cost per person: <i>Please enter the cost per person for all training materials related to the training specified. Training attendance may vary from 35-70 per class.</i>	70	EACH	\$
<u>1ST Option Year</u>			
Cost per hour: <i>Please enter the all-inclusive hourly rate for the training specified. The rate must include all instructor expenses, including but not limited to travel, per diem, honorarium and any related compensation for instruction.</i>	8	HOUR	\$
Cost per person: <i>Please enter the cost per person for all training materials related to the training specified. Training attendance may vary from 35-70 per class.</i>	70	EACH	\$
<u>2nd Option Year</u>			
Cost per hour: <i>Please enter the all-inclusive hourly rate for the training specified. The rate must include all instructor expenses, including but not limited to travel, per diem, honorarium and any related compensation for instruction.</i>	8	HOUR	\$
Cost per person: <i>Please enter the cost per person for all training materials related to the training specified. Training attendance may vary from 35-70 per class.</i>	70	EACH	\$
<u>3rd Option Year</u>			
Cost per hour: <i>Please enter the all-inclusive hourly rate for the training specified. The rate must include all instructor expenses, including but not limited to travel, per diem, honorarium and any related compensation for instruction.</i>	8	HOUR	\$
Cost per person: <i>Please enter the cost per person for all training materials related to the training specified. Training attendance may vary from 35-70 per class.</i>	70	EACH	\$
<u>4th Option Year</u>			
Cost per hour: <i>Please enter the all-inclusive hourly rate for the training specified. The rate must include all instructor expenses, including but not limited to travel, per diem, honorarium and any related compensation for instruction.</i>	8	HOUR	\$
TOTAL (Basis of award):			\$

COMPANY: _____

Note: This contract is subject to Federal funding and must comply with all applicable provisions in 2 CFR Part 200 Appendix II. Vendor will be subject to debarment verification and must have no active exclusions from receiving Federal funds.

SUBMITTAL REQUIREMENTS (COURSE CONTENT AND EXPERIENCE QUESTIONNAIRE)

1. Course Information.

- 1.1. Confirm (YES/No) if your proposed course is currently under review or certified and recognized as a Department of Homeland Security (DHS) approved course.
YES _____ NO _____
- 1.2. Confirm (YES/No) if your proposed course is currently under review or certified and recognized by the California Peace Officers Standards and Training (POST).
YES _____ NO _____
- 1.3. Confirm (YES/No) if your organization has instructed within the California Statewide Threat Assessment System (STAS) Fusion Center Network with a favorable rating.
YES _____ NO _____
- 1.4. Confirm (YES/No) that offeror can provide any necessary equipment, training aids, participant guide books and materials needed for all courses?
YES _____ NO _____
- 1.5. In the format identified below, submit an expanded course outline addressing the training requirements listed in the Scope of work.
- 1.5.1. List of Topics/Best practices/Case Studies covered.
 - 1.5.2. Sample literature provided to attendants
 - 1.5.3. Length of proposed training (total hours)

2. Experience.

- 2.1. Confirm (YES/No) that the offeror has field level law enforcement instigative and interviewing experience?
YES _____ NO _____
- 2.2. Confirm (YES/NO) that the offeror has experience instructing local, state, regional, federal and military students at a strategic, tactical and operational level on counter-terrorism, dignitary protection, and suicide terrorism?
YES _____ NO _____
- 2.2.1. List applicable Government Agencies for whom you have provided training within the last three years.
 - 2.2.2. Provide evidence to support verified success (for example student reviews).
- 2.3. Provide two (2) business references for whom your organization has provided services to of a similar scope and size to the County requirements. Detail:
- 2.3.1. Customer / Agency
 - 2.3.2. Dates of services provided
 - 2.3.3. Contact Name, Position
 - 2.3.4. Contact Business Email / Business telephone number
- 2.4. Provide a summary biography for both authors and instructors of your proposed course content in the format requested below. **DO NOT INCLUDE ANY CONFIDENTIAL OR PRIVATE PERSONNEL INFORMATION** in the response.
- 2.4.1. Authors
 - 2.4.1.1. Do you have a law enforcement background in patrol or government level major investigations?
 - 2.4.1.2. List the number of years' experience in this field.
 - 2.4.1.3. List all relevant certifications and qualifications held.
 - 2.4.1.4. List Government agencies for whom you have directed developed material for.
 - 2.4.2. Instructors
 - 2.4.2.1. Do you have a law enforcement background in patrol or government level major investigations?
 - 2.4.2.2. List the number of years' experience in this field.
 - 2.4.2.3. List all relevant certifications and qualifications held.
 - 2.4.2.4. List Government agencies for whom you have directed developed material for.

County of San Diego
SCOPE OF WORK

1. BACKGROUND INFORMATION

- 1.1. The San Diego Law Enforcement Coordination Center (SD-LECC) requires the services of a Subject Matter Expert (SME), Training Vendor to help the SD-LECC provide intensive multi-disciplinary training courses to Law Enforcement, Public Safety, Government, Military, and Private Sector Professionals, with exercises to strengthen anti-terrorism readiness throughout San Diego and Imperial Counties.
- 1.2. The San Diego Law Enforcement Coordination Center (SD-LECC) is the all crimes, all hazards fusion center and serves as the High Intensity Drug Trafficking Area (SD/I HIDTA) Investigative Support Center (ISC) for the San Diego and Imperial County region. The SD-LECC also serves as the Regional Threat Assessment Center (RTAC) for San Diego and Imperial Counties and is part of the California State Threat Assessment System (STAS). The SD-LECC operates as a collaborative partnership among federal, state and local law enforcement/public safety agencies focused on enhancing coordination, information sharing, regional preparedness, training and investigative support/analysis for first responders and other public and private partners in the region.

2. OBJECTIVES

- 2.1. Equip law enforcement and other first responders with the skills and tools to understand cyber and high tech threats, their tactics, techniques and procedures.
- 2.2. Provide students with the ability to understand capabilities, vulnerabilities, and recognize indicators of an attack.
- 2.3. Provide students the ability to take the concepts and tools taught during the course back to their different agencies and organizations and examine how they can be used to identify and disrupt potential attacks while increasing resiliency.

3. GENERAL REQUIREMENTS

- 3.1. The Consultant shall provide any necessary equipment, training aids, participant guide books and materials needed for all courses.
- 3.2. The Consultant shall provide the County of San Diego Sheriff's Department and the SD-LECC an expanded course outline of the proposed course.
- 3.3. Consultant shall have substantial experience instructing local, state, regional, federal and military students at a tactical and operational level on cyber and high technology threats. This consultant's abilities are essential for the presentation of homeland security related courses for Terrorism Liaison Officers (TLO), first responders, government officials, network security administrators, technicians, and other professionals tasked with the preparedness for, and response to, acts of cyber terrorism in conformity with the requirements of this request for proposals. The Consultant shall show evidence of demonstrated success as verified in student reviews teaching this material to like audiences in a fusion center environment.
- 3.4. The authors and instructors of this material shall be well educated in all forms of cyber/high tech threat actors (regional, state, national, international) and keep this knowledge up to date and current based on world events. Authors and instructors shall have a Law Enforcement background in patrol and/or governmental level major investigations and be able to translate this experience into useful and practical instruction to first responders in a dynamic and engaging manner.
- 3.5. Consultant shall have advanced writing skills to accommodate the variety of certifications necessary for the federal grant process and Peace Officers Standards and Training (POST) and Cal OES as noted above. Consultant shall further be able to modify, update and instruct materials as directed with minimal supervision by SD-LECC staff.
- 3.6. Consultant must have verifiable, field level law enforcement and specialized technical investigative experience with cyber technology threats and crimes.
- 3.7. Consultant shall be able to provide a minimum of two (2) verifiable references covering work or contracts completed. The references must be from a credible training organization that conducts training for law enforcement, DOD/military, DHS certified Fusion Centers, mental health professionals, and/or fire personnel.
- 3.8. Consultant's course shall be currently under review or certified and recognized as a Department of Homeland Security (DHS) approved course.
- 3.9. Consultant's course shall be currently under review or certified and recognized by the California Peace Officers Standards and Training (POST).
- 3.10. Consultant shall have instructed within the California Statewide Threat Assessment System (STAS) Fusion Center Network with a favorable rating.

- 3.11. Consultant shall be able to effectively conduct TLO Training with minimum assistance from the SD-LECC staff and follow the lesson plan as supplied by same. The consultant shall have experience in presenting TLO training, have quality instructors appropriate to teach the material AND answer student questions based upon their personal experience in working in the cyber-technology field.
- 3.12. Consultant shall have substantial knowledge of California Criminal Laws.
- 3.13. Consultant shall have substantial knowledge of California and Federal Laws and Regulations applicable to the field of investigations and interrogations. Consultant/Consultant Personnel may not be changed without approval of the County of San Diego.
- 3.14. The consultant shall develop all concepts and lesson plans, power points, student handouts and have same delivered to the SD-LECC in adequate time to have these materials entered into the POST EDI for POST certification.
- 3.15. The consultant shall prepare all materials as required by Cal OES for delivery to the Office of Domestic Preparedness (ODP) National Training and Education Division (NTED) in order to make training funds available for this project.
- 3.16. Consultant shall be able to provide an estimated two (2) classes within a contract period and not to exceed ten (10) over the course of the contract.

4. SCOPE OF WORK

- 4.1. The selected provider shall provide a specialized course touching on the different aspects on the phenomenon of cyber and technology crimes to include criminals, hacktivists, and state-sponsored actors.
- 4.2. The course will consist of lectures that provide participants with insights into the characteristics of modern technology and cyber-attacks examining, current tactics, techniques and procedures (TTP), motivating factors, adversary capabilities including trends with a relevant emphasis on global, national, regional and local actors.
- 4.3. The course should explain proper response procedures by law enforcement and first responders to cyber and technology threats.
- 4.4. The course should explain and demonstrate critical security concepts to include encryption, hash algorithms, geo-tagging, and network security vulnerabilities.
- 4.5. The course should provide case study examples and live demonstration of concepts listed in 4.4 and demonstration of relevant attack vectors.
- 4.6. The course should provide an in-depth review of commonly used identity theft, counterfeiting, and fraud techniques used in cyber-technology criminal operations.
- 4.7. The course should review vulnerabilities and best practices to maximize resilience against current and emerging threats.
- 4.8. The course will make use of real world case studies to assist in illustrating key concepts, defining proactive strategies and effective incident response to a related attack.
- 4.9. The course should emphasize the relevant threat facing public safety officials and government agencies, institutions and related contractors.
- 4.10. The course shall address current scope and impact of cyber-technology threats and its impact on homeland security.
- 4.11. The course shall provide students with the history and development of cyber-technology attacks and any related and preferred attack vectors.
- 4.12. The course shall provide an in depth look at the nature of cyber-technology threats and the steps needed to properly command and carry out an effective incident response.
- 4.13. The course shall detail the importance of pro-active early identification of possible attacks, using a comprehensive approach to maximize network security and resiliency.
- 4.14. The instructor shall coordinate and facilitate an open discussion on cyber-technology threats based upon real-life experience and the role of each discipline involved.
- 4.15. One day courses should be the minimum of 8 hours instruction time. 2 day courses should be the minimum of 16 hours instruction time. Please provide an outline of your course materials for review.

5. **PRICING**

- 5.1. All pricing shall be firm and fixed throughout the contract period.
- 5.2. The cost shall cover and include cost for all instructor expenses, which include travel, per diem, honorarium, and all related compensation for instruction, materials and development.
- 5.3. The cost shall include direct and indirect administration fees, as well as travel, meals and accommodations.
- 5.4. No additional charges shall be allowed.

County of San Diego
SPECIAL INSTRUCTIONS

QUOTATION SUBMITTALS:

The following documents are required with your response:

1. Request for Quotation Cover Page (Page 1),
2. Purchasing and Contracting Representations and Certifications (Page 2),
3. Pricing/Other Factors (Page 3)
4. Course Content / Experience Questionnaire (From Page 4)
5. Form W-9, Request for Taxpayer Identification Number and Certification, and <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
6. California Form 590, Withholding Exemption Certification, or https://www.ftb.ca.gov/forms/2015/15_590.pdf
7. California Form 587, Nonresident Withholding Allocation Worksheet (***ONLY REQUIRED FOR VENDOR OUT OF THE STATE OF CALIFORNIA***) <https://www.ftb.ca.gov/forms/misc/587.pdf>

County of San Diego
TERMS AND CONDITIONS OF REQUEST FOR QUOTATION

RESPONSES: Your response is due on the specified close date and time, local San Diego time. The BuyNet system time is the official time for responses submitted through the BuyNet system. The time stamp at the front desk of Purchasing and Contracting is the official time for responses delivered or submitted in person.

If responding through BuyNet, enter pricing information on the site and provide all required forms, documents, and additional information with your response. Documents may be uploaded to the site or submitted by alternate means before the due date.

If this system is for any reason unavailable for the entry of electronic responses, it is your responsibility to submit your response through an alternate means before the close date and time.

This is a request for quotations, and furnished quotes are not offers.

PRICING: The County may award a contract on the basis of initial quotations. Your price(s) should be the lowest possible for the RFQ requirements. Omit Sales and Use Taxes unless otherwise specified.

The Estimated Quantities in the Pricing Schedule are provided solely for evaluation of quotations. They represent approximate anticipated use based on historical consumption. If the County's actual requirements do not result in orders in the quantities described as "estimated" in the Schedule, that fact shall not constitute the basis for price adjustment.

DUTY TO INQUIRE: Should the Offeror find discrepancies in or omissions from the RFQ, plans, specifications or other documents, or should the Offeror be in doubt as to their meaning, the Offeror must at once notify the contracting officer, in writing. If the point in question is not clearly and fully set forth, a written addendum will be issued and posted on the County's website "BUYNET." **It is the Offeror's responsibility to register for the corresponding commodity code and to periodically check the Web site for such addenda.** The County will not be responsible for any oral instructions nor for any written materials provided by any County personnel that are not also posted on the BuyNet website.

CONFIDENTIAL/PROPRIETARY/PRIVATE PERSONNEL INFORMATION (PPI) INFORMATION: If confidential/proprietary is contained within the submission:

- 1) It must be submitted in a separate file or document marked as EXHIBIT-CONFIDENTIAL/PROPRIETARY
- 2) Responses to solicitation requirements that include the confidential/proprietary information, shall refer to the response contained within the EXHIBIT-CONFIDENTIAL/PROPRIETARY (for example: If submittal requirement #1 requires staff Social Security Numbers, the response to requirement #1 shall reflect "see response #1 contained within Exhibit-Confidential/Proprietary"); and
- 3) It must include a signed Indemnification Certification.

NOTE: As a Public Agency, the County of San Diego must adhere to the California Public Records Act, therefore pricing cannot be considered confidential/proprietary.

TERMS OF RESULTING CONTRACTS: Any purchase order issued as a result of an RFQ will contain the County's standard service agreement terms and conditions and any additional terms and conditions referenced in the RFQ.

AVAILABILITY OF FUNDING: The County's obligation for payment of any contract beyond the current fiscal year end is contingent upon the availability of funding from which payment can be made. No legal liability on the part of the County shall arise for payment beyond June 30 of the calendar year unless funds are made available for such performance.

CALIFORNIA REVENUE AND TAXATION CODE SECTION 18662: In compliance with California Revenue and Taxation code section 18662, if you are a non resident of California (out-of-state invoices) who receives California source income, the County will pay California Use Tax directly to the State of California per permit no. SR FH 25-632384. Fifteen (15) business days prior to the first payment, new suppliers or suppliers with expired forms or forms with incorrect information, must submit new forms to the County (forms are available from the Franchise Tax Board website listed below).

Under certain circumstances you may be eligible for reduced or waived nonresident withholding. If you have already received a waiver or a reduced withholding response from the State of California and the response is still valid, submit the response to the County in lieu of the forms. Failure to submit the required forms will result in withholding of payments. Refer to the Franchise Tax Board websites (listed below) for tax forms and information on nonresident withholding, including waivers or reductions. The County will not give you any tax advice. It is recommended you speak with your tax adviser and/or the State of California for guidance.

FRANCHISE TAX BOARD WEBSITES:

<http://www.ftb.ca.gov>

http://www.ftb.ca.gov/individuals/Withholding_Definitions.shtml

http://www.ftb.ca.gov/individuals/wsc/Processing_Changes_for_2010.shtml

http://www.ftb.ca.gov/individuals/wsc/forms_and_publications.shtml

http://www.ftb.ca.gov/individuals/wsc/decision_chart.shtml