

**Request for Qualifications (RFQ) Addendum 1**

Department of General Services  
Real Estate Services Division  
Project Management and Development Branch  
Environmental Services Unit

The Department of General Services (DGS), Real Estate Services Division (RESD), Project Management and Development Branch (PMDB) is requesting Statements of Qualifications (SOQ) from Environmental Planning firms, pursuant to Government Code §4525 et. seq.

**I. PROJECT DESCRIPTION**

**RESD-PMDB 2025-12      VEGETATION MANAGEMENT PROGRAM PLANNING,  
PROCEDURES, AND IMPLEMENTATION GUIDELINES  
OFFICE OF NATURAL RESOURCES MANAGEMENT  
CALIFORNIA DEPARTMENT OF TRANSPORTATION  
SACRAMENTO, SACRAMENTO COUNTY**

The California Department of Transportation (Caltrans) Division of Maintenance, Office of Natural Resources Management (ONRM) is the Program Manager of the **Vegetation Management Program (VMP)**. The VMP includes a workforce of 150 professional support staff and over 250 field crews for 168,000 acres of naturally occurring vegetation within the 350,000 acres of state highway lands across all 58 counties in California.

The estimated duration of this contract will be 5 years.

**BACKGROUND:**

The Division of Maintenance VMP leads Caltrans in approach and implementation of Climate Action for Wildfire Adaptation. While vegetation along state highways has traditionally been managed for nearly 75 years to ensure visibility and safety of the traveling public, Caltrans has expanded its strategic management objectives in the Division of Maintenance to include vegetation management for wildfire ignition reduction and landscape health.

**ACCOMPLISHMENTS:**

- Since 2021, the VMP has contracted the treatment of 35,000 acres on 213 state routes in 34 counties across 3,070 centerline miles.
- Caltrans Maintenance Field Crews were credited by the Governor's Wildfire and Forest Resilience Task Force on the [Interagency Treatment Dashboard](#) with 135,000 acres of treatment in 2024.
- As a result of Caltrans' commitment to expanded vegetation management of natural resources, Caltrans is credited as the 4th highest contributor to wildfire adaptation in California by the Governor's Wildfire Task Force, following the US Forest Service, private timber companies and CALFIRE, who have jointly achieved the 500,000-acre goal on non-federal lands in California.
- In September 2025, the Caltrans VMP was acknowledged by the Executive Committee of the Governor's Wildfire and Forest Resilience Task Force and Secretary Crowfoot of the

California Natural Resources Agency as an exemplary leader of fire-adapted roadways in Southern California as a founding member of the [Southern California Ignition Reduction Program \(SCIRP\)](#).

### **CHALLENGES:**

Despite these accomplishments, Caltrans Division of Maintenance has not kept pace with updating the Maintenance Manual since 2014. And the Maintenance Manual is silent regarding VMP Program Organizational Structure, Staffing, Operational Workflow, Planning, Environmental Compliance, Project/Contract Management, Funding Sources and Cycles, Measurement of Success, Communication Strategies and evolving interagency coordination to align with the climate action goals and strategic plans of Caltrans and the California Natural Resources Agency (CNRA).

Caltrans is seeking assistance in the development and publishing of multiple tools collectively referred to in this solicitation as a project titled: "Caltrans VMP Planning, Procedures, and Implementation Guidelines (Caltrans VMP Guidelines)."

Development of the three (3) Major Deliverables will effectively replace the outdated Maintenance Manual, Volume 2 Chapter C-2 and E, as well as memorialize the essential functions, roles, responsibilities and best practices of the VMP Program.

In the preparation of the three (3) Major Deliverables, consideration should be made to the Six (6) Caltrans VMP Strategic Management Objectives:

1. **Manage** vegetation to improve safety, landscape resilience, and ecosystem function.
2. **Protect** life, property, infrastructure, and natural and cultural resources through active corridor-level VMP planning with internal/external partners in 5-year cycles and publish District Vegetation Management Program (VMP) Plans, including identified priority locations for fuel breaks, fuel reduction and restoration by Maintenance Field Crews, Contractors or Others to be implemented by Maintenance-funded activities, contracts, agreements or funded by Others through agreement or encroachment permit.
3. **Maintain** vegetation to protect the effectiveness of the traveled way during normal operations and ingress/egress evacuation and emergency response during a wildfire event.
4. **Use** all available CEQA/NEPA tools including programmatic environmental documents, emergency orders, and regulations applicable to road infrastructure in combination with modern scientific geospatial data, field studies for verification, and best management practices, for efficient and effective environmental decision-making.
5. **Reduce** the potential for fire spread from human-caused sources on roads, including vehicle-induced ignitions and use of equipment to maintain vegetation, by supporting public education campaigns, and an annual wildfire awareness training for field crews.
6. **Maintain** our Caltrans safety goal when inspecting and maintaining trees; support tree pruning and removal to reduce tree hazards or disease and improve visibility and scenic highway quality.

## II. SCOPE OF SERVICES

The successful firm shall provide professional services and prepare environmental documents and studies as required to comply with the California Environmental Quality Act (CEQA), Public Resources Code (PRC) §§ 5024 and 5024.5, and all other relevant environmental laws and regulations, as an environmental consultant for the above referenced project.

The selected firm will need to consider the applicability of Caltrans VMP Guidelines on a county-by-county basis at the highway corridor scale within the linear landscape owned by Caltrans across a wide range of vegetation types within all 58 counties in California.

The **three (3) Major Deliverables** are expected to include, but may not be limited to:

1. Preparation of VMP Plans (fourteen), to include:

- a. An interactive, fillable **District VMP Plan Annotated Template one (1)** with standardized format, pop-outs, citations, maps, tables and graphics.
- b. **Final District VMP Plans (twelve)** - utilizing the District VMP Plan Annotated Template, the deliverables will be the result of modification of the existing content published internally as a "Draft" District VMP Plan (2025-2030) to produce a **Final District VMP Plan** (twelve), one (1) for each District 1-12, ready for signature and electronic publication by June 2026.
- c. **Statewide VMP Plan (2025-2030) (one)** with standardized format, pop-outs, citations, quotes, maps, tables and graphics including:

Caltrans to provide this data and sources:

- i) Historical timeline and projected growth of the VMP program from 2020-2030 to tell the story of the VMP program and its origin, scope, responsibility, influence and commitment to wildfire adaptation and landscape resilience on state highway system lands. Description of the methodology of analysis to identify priorities, with recommendations on how to incorporate additional criteria when updating the 5-year plan every two years (i.e., 2027 and 2029).
- ii) Description of the standard VMP workflow timeline within three phases of the Wildfire Adaptation Fuel Reduction Contract process: Contract Analysis & Planning (CP), Contract Development & Environmental Documentation (CD), and Contract Bid, Award & Administration (CA), identifying the key milestones for each phase.
- iii) Summary of Wildfire Adaptation Fuel Reduction Contracts (2020-2030; also known as Contract 1, 2, 3, 4 and 5) using the workflow timeline. Include summary of cost, scope and schedule (acres treated, contract cost/expenditure, actual treatment prescriptions, contractor information), and a recommendation for maintenance.

Consultant to provide:

- iv) Regional Planning Analysis to identify collaborative planning and project alignment opportunities within four [Wildfire Task Force Regional Planning Areas](#), with an emphasis on these four collaboratives: Southern California/Southern California Ignition Reduction Program (SCIRP), Sierra Nevada/Sierra Nevada Conservancy (SNC), North Coast/North Coast Regional Partnership (NCRP) and the Central Coast (collaborative TBD).
- v) Include additional criteria (2018 to current year) useful for decision-making within highway corridors (e.g., location of large trees, wildlife corridors and wildlife crossings, environmentally sensitive vegetation (SB 653 – Wildfire Prevention and Environmentally Sensitive Vegetation Management) and watershed scale fire hazard and risk analysis.
- vi) Work with Caltrans VMP GIS staff to ensure the VMP Plans (fourteen) are incorporated with the public-facing online GIS application titled, “Caltrans HQ Vegetation Management Program Planning Data (2025-2030 for Field Crew Optimization, Collaborative Projects and Wildfire Adaptation Contracts,” linked here: [https://experience.arcgis.com/experience/b0181bb297bb428894dfb674bd2c1ab7#data\\_s=id%3ADataSource\\_2-19636004155-layer-126-19636021269-layer-132%3A248](https://experience.arcgis.com/experience/b0181bb297bb428894dfb674bd2c1ab7#data_s=id%3ADataSource_2-19636004155-layer-126-19636021269-layer-132%3A248)
- vii) Develop an ESRI Story Map of the VMP Program (2020-2030)

2. **VMP Manual one (1)** to replace the Maintenance Manual Vol 2, Chapter C-2 and E

3. Develop and implement an Office of Natural Resource Management **Communications Strategy (one)** and **communication tools**, to include:

- a. Communication Strategy (one)
- b. Communication Tools including:
  - Public Outreach Campaign (one) for example, “Strategic Fuel Breaks Along Highways”
  - VMP Newsletter Template (one)
  - VMP Newsletter Issue 1 (three) one each year in 2026, 2027 and 2028)
  - Information Bulletin Template (one)
  - Information Bulletins 1-12 (twelve)
  - Prepare and conduct training (twelve) on the VMP Manual for professional and field staff

Deliverables must acknowledge all sources (with a citation) when referencing practices, policies, laws, workflows and applicability of implementation of vegetation management practices on state highway lands. Sources to include, but are not limited to:

1. 1992 Caltrans Vegetation Control Program PEIR and updates
2. 2014 Caltrans Maintenance Manual, Volume 2 Chapter C-2 and E
3. 2019 California Vegetation Treatment Program PEIR (Cal VTP EIR) and updates
4. 2021 California Wildfire and Forest Resilience Action Plan and updates
5. 2023 MOU PRC 5024 Caltrans & State Historic Preservation Officer (SHPO)
6. 2023 MOU Caltrans & USFS Coordinating Activities on Transportation Lands in National Forests in California

7. 2022-033-DHQ Caltrans National Pollution Discharge Elimination Permit (NPDES) Permit
8. 2024 California Climate Adaptation Strategy
9. 2025 Southern California Ignition Reduction Program (SCIRP) Charter

### **DESIRABLE QUALIFICATIONS AND EXPERTISE**

Each Statement of Qualifications (SOQ) should clearly delineate and address the contractor's relevant experience in environmental compliance with respect to the maintenance of vegetation within the roadside of the state highway system under CEQA, CalVTP, and other regulatory frameworks, as well as creating and publishing handbooks and other communications strategies. Knowledge, experience and expertise that is of importance in the selection of the respective consultant team firms includes, but is not limited to, the following areas:

**Environmental Documents/Regulatory Expertise** – Environmental regulatory expertise, knowledge, and experience in the successful preparation of legally defensible environmental documents are essential factors in selection of a consultant team. A thorough understanding of CEQA, CalVTP, and NEPA, including specific exemptions/exclusions/legislation applicable to vegetation management and fuel-load reduction, will be of critical importance. The Contractor must demonstrate broad experience and expertise in describing project activities, evaluating its consequences, recommending mitigation measures, and analyzing alternatives. The Contractor shall demonstrate ability and expertise to address local, State, and federal statutory requirements, laws, and standards in preparing environmental information documents and other reports, permits, agreements and approvals from local, regional, State, and federal agencies, and other relevant groups and entities having jurisdiction in the project area. The Contractor must have regulatory expertise in CEQA that is up to date on the latest legal changes.

**Natural and Cultural Resource Assessment/Resource Constraints Expertise** – The Contractor must have preparation experience of a broad range of natural resource assessments required for environmental documents and other baseline studies, biological studies (flora/fauna), the importance of native vegetation for tribal use, protocol assessments of special status species, and habitat evaluation for species of the region. Knowledge and familiarity with the wetlands, terrestrial habitat, and species of the region. Good working knowledge of common habitat types and species that occur in California, and familiarity with the State and federally listed threatened and endangered species typically associated with California. Wetlands identification and permitting, site inventory techniques, consultation procedures with federal and State agencies such as the U.S. Fish and Wildlife Service and the California Department of Fish and Wildlife and the preparation of restoration plans and mitigations. The Contractor should have expertise in other natural and physical sciences such as soils, geology, hydrology, silviculture, fire hazard and risk modeling, etc. Examples of geological expertise include ability to address pre- and post-fire issues such as site geology, slope stability, and erodible soils. Contractor must have knowledge of applicable State and federal laws and permits including, but not limited to, the process for obtaining a Streambed Alteration Agreement, Section 7/10 permits, 401/404 permits, various wetland/site grading permits and other possible environmental requirements.

Additionally, Contractor team must include **Registered Professional Forester (RPF)** to prepare prescriptions consistent with CEQA and the Forest Practice Act for tree management, invasive species management and fuel reduction, and **Pest Control Advisor (PCA)** to provide consistency with the Caltrans Pesticide Use Program.

**Environmental Compliance Support** – Contractor must have experience in ensuring that the project remains in compliance with relevant laws, regulations, and permit conditions throughout

project implementation and the mitigation monitoring process. Experience with addressing any non-compliance issues promptly and implementing corrective actions as needed.

**Graphics and Visual Assessment** – The Contractor must be experienced with visual assessment techniques (eg, photo-simulations, drone video simulations) from the perspective of both a driver and “bird’s eye”. Must also prepare selected profiles of the road (500’- 2000’ wide buffer) over the highway corridor, to accurately describe the baseline condition (“existing”) and the target condition (“after treatment”), demonstrating a realistic alteration to the landscape as a desirable attribute to improve safety and reduce wildfire hazard. Must have expertise in preparing high quality info graphics, graphs, tables, charts, workflows, and presentation materials for public relations and meetings. The Contractor should have expertise in assessing when and what graphics are needed in documents and public presentations.

**Public Participation and Community Outreach** – The Contractor must be experienced in public participation process, organizing, and conducting workshops, preparing newsletters and graphical materials, preparing public participation materials, organizing public workshops, and providing specialized community involvement assistance, and providing support for public presentations to local agencies and associations. Expertise in preparing high quality presentations materials for public relations and meetings. The Contractor team should be able to create public awareness materials as they relate to the environmental planning process and the community outreach process, and inform target audiences and sensitive audiences of projects, helping the public understand construction activities and related impacts.

**Community Planning** – The desired experience includes analysis of land-use compatibility, general and specific plan processes, evaluating project effects on community plans, policies and values, public services and utilities analysis, and demographics analysis.

**Website Publishing and Web Content Accessibility Guidelines (ADA Compliant Documents)** – The Contractor must be experienced with preparing and publishing using the Web Content Accessibility Guidelines 2.0/2.1 AA Standards environmental documents and information on a web page, complete with graphics/photo simulations including for public relations and for purposes of meeting public participation requirements. Integrating large databased files into production environments; server-side scripting languages; and user interface to optimize website access by the general public. Optimizing graphics to reduce file sizes and download speeds of graphics for display on the DGS and other State internet websites.

**Availability, Schedule, and Project Management** – The availability of contractor’s staff and subcontractors will be an important selection factor. The state recommends that the SOQ clearly delineates the person(s) that will be responsible for directing the environmental services team, and their relevant experience in such a role.

## **MINIMUM REQUIREMENTS**

Firms that are interested in providing professional services for this contracting opportunity shall submit the following information in 8.5” x 11” format (11-point font or greater) Firms shall ensure that their written responses indicate how they meet the Selection Criteria in Section IV below.

**Submit one (1) electronic copy as detailed below:**

1. Letter of interest that includes the Federal Identification Number (FEIN) of the firm as well as the person authorized to negotiate and sign all agreements.
2. Executive Summary (2 pages maximum).
3. Federal Form SF330 (“Architect-Engineer Qualifications”) Parts I & II for your firm, and Federal Form SF330 Part II for any proposed sub-contractors. The current revision of these forms is available on the [GSA Webpage for SF330](#).
  - a. For each resume, firms may supplement the Form 330 (no more than one supplemental page per person) with further information on each individual's proposed project assignment and responsibilities, their specific professional experience related to this assignment, and their current work assignment(s) and projected completion dates.
4. Written statement of the firm's qualifications that is responsive to the selection criteria below. Firms shall respond in writing indicating how they believe their qualifications fulfill the requirements of these criteria. **Firms must respond to each numbered criterion with complete and organized responses.**
5. Additional Required Documents
  - a. Current Statement of Information (can be obtained on the California Secretary of State's website). If operating under a fictitious business name, provide all supporting documentation (i.e. fictitious business name statement certified by the appropriate county clerk).
  - b. Verification of California license for Professional Engineers, Land Surveyors, or Geologists (can be obtained on the Department of Consumer Affairs website); or verification of California license for Professional Architects (can be obtained on the Department of Consumer Affairs website).
  - c. If applicable, proof of current certification from the DGS Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS). This information can be obtained DGS Office of Small Business and Disabled Veteran Business Enterprise Services website.
  - d. Completed and signed California Civil Rights Laws Attachment, available on the website link to the Civil Rights Laws Attachment Form
  - e. Proof of current registration with the California Department of Industrial Relations as a Public Works Contractor for the firm submitting SOQ, and subs. Website link to the DIR Contractor Registration Search.
  - f. Darfur Contracting Act Certification. Website link to the Darfur Contracting Act Certification Form.
  - g. Iran Contracting Act Certification. Website link to the Iran Contracting Certification Form.

h. The Bidder's Declaration Form (GSPD-05-105). This form documents subcontracted services. The Website link to the GSPD-05-105 Form.

**The State encourages Small Businesses and Disabled Veteran Business Enterprises participation.**

To locate certified firms for subcontracting purposes, start on Cal eProcure. [Website link to Cal eProcure](#). Click on "Small Business / Disabled Veteran Business Enterprise," then "Search for Certified SB/DVBE Firms." In the Certification Type, select any combination of Micro Business (MB), Small Business (SB), or Disabled Veteran Business Enterprise (DVBE).

Additionally, there are fields that allow for a narrowing of the search. In the UNSPSC Classifications field, a search can be conducted in which the words "architectural" or "engineering" are used. If, for example, the UNSPSC Classification for Architectural Engineering (81101508) is selected, in addition to Disabled Veteran Business Enterprise (DVBE), Service Area (County) Sacramento (34), a number of DVBE certified firms that associate with the Architectural Engineering category are shown.

If you feel your company or your subcontractor qualifies as either, visit the [website link to DGS SB & DVBE](#) for more information or call OSDS at (916) 375-4940 for further information.

Please note that no preference in the qualifications category can be given to Small Business firms under the contracting law set up for professional services contracts (Architectural, Engineering, Environmental Services, etc.). Procedures shall assure maximum participation of small business firms, as defined by the Director of General Services pursuant to Government Code Section 14837.

**III. SUBMISSION INFORMATION AND DEADLINE**

One (1) electronic copy of the SOQ shall be uploaded by the submitting firm to the following DGS Box.com site:

<https://dgscloud.app.box.com/f/d9b94d89e1514cf7ac1c2c3b5b7c0093>

The SOQ electronic copy shall be in PDF format. Hand delivered or dropped off, e-mailed files, and other electronic transmissions will **NOT** be accepted.

Submittal Deadline: **Wednesday, February 4, 2026, at 5:00 P.M.**

**IV. SELECTION CRITERIA**

SOQ packages meeting the minimum requirements of Section III and submitted as described in Section IV will be evaluated and scored based on the seven (7) criteria listed below.

**1. Experience of Firm**

Professional experience of the firm in relation to the work to be performed.

- List each person with their role for all staff identified as a part of this proposal.
- Experience of subcontractors in relation to the work performed.

- Nature and quality of completed work.

**2. Experience of Principals**  
Professional experience and licenses of the principals to be assigned to the project.

- List the Principals to be assigned to and involved with the project.

**3. Experience of Key Personnel**  
Professional experience and training of key personnel, including both design and field personnel.

- List staff experience, education, licensing, certification, and training.

**4. Resource Availability**

- Firm's resource availability and demonstrated ability to meet deadlines and produce timely required deliverables. SOQs should demonstrate reliability of firm and continuity of firm's staff and sub consultants.

**5. Working with Other Entities**  
Demonstrated ability to collaborate and work with various entities, and governmental departments including experience coordinating with multiple stakeholders.

**6. Problem Solving**  
Demonstrated ability to provide creative and innovative solutions to solve design and engineering problems, including unexpected problems, via examples of past projects.

**7. Communications Design and Training**  
Demonstrated ability to present complex, multi-layered requirements in a functional and usable format, and to create and deliver training virtually and in-person asynchronously to staff working for government agencies in field positions and professional in-office positions.

Firms SOQ will respond in writing showcasing how their experience fulfills the requirements of the above criteria.

Consultant team shall be comprised of all disciplines necessary to effectively provide essential and ancillary services for the work described for the project. Teams shall be experienced with designs of similar nature, size and complexity.

**V. CONTRACT ADMINISTRATIVE PROCESS**

Firms will be selected on the basis of written responses to this RFQ and an oral interview.

Submittals will be evaluated and scored based upon the above selection criteria for those firms who have complied with the minimum qualification requirements.

Typically, three firms with the highest scores will be selected for the "short list." These firms will be invited for an interview and asked to make an oral presentation on their firm and its qualifications and experience.

Upon completion of all interviews, a single firm will be selected. The selected firm will be asked to submit a fee proposal specifying the hourly rates for specific classifications of employees, subcontractors, and/or services to be provided. The State will enter into negotiations to create fixed rates. In the event that a satisfactory agreement cannot be negotiated, the State will terminate negotiations with that firm and begin negotiations with the next ranked firm, and so on. After successful negotiations, a contract will be awarded and executed.

The State reserves the right to terminate the selection proceedings at any time.

Ten percent (10%) percent retention will be held for all progress payments made to consultant. When the estimated amount to be retained exceeds ten thousand dollars (\$10,000.00), and the retention continues for a period of 60 days beyond the completion of phased services, upon written request and at the expense of the consultant, the State will pay the retentions earned directly to a state or federally chartered bank in this state, as the escrow agent. [Website link to Public Contract Code § 6106.5](#). Visit the website link for [Public Contract Code § 6106.5 \(e\)](#) for further requirements pertaining to sub-consultants.

**VI. LABOR COMPLIANCE MONITORING & ENFORCEMENT PROGRAM - CONTRACTOR REGISTRATION**

Pursuant to [Labor Code § 1725.5](#), contractors must register with the Department of Industrial Relations (DIR) as a public works contractor to bid on, be listed in a bid proposal or engage in the performance of any public works contract. The application also provides agencies that administer public works programs with a searchable database of qualified contractors. Application and renewal are completed online [DIR Contractor Registration Info Page](#). The current annual fee can be located on the DIR website. The registration period coincides with the fiscal year.

Firms submitting a SOQ must list their Department of Industrial Relations (DIR) registration number, as well as the DIR registration number for each listed subcontractor. Which subcontractor is assigned to each registration number must be clear. If a coverage determination has been provided by DIR, the coverage determination letter may be submitted in lieu of a DIR registration number.

All A&E firms and subcontractors shall be required to comply with the monitoring and enforcement program, including, but not limited to, contractor registration, submittal of electronic certified payroll reports (eCPRs) directly to the DIR as applicable and cooperation with on-site monitoring by DIR personnel if the work performed is covered by prevailing wage laws. Not all work performed by an A&E firm or its subcontractors are covered by prevailing wage laws. Refer to [Labor Code § 1771.4 et seq.](#) and the [Website link to the Prevailing Wage Requirements](#).

**VII. PREVAILING WAGES**

Pursuant to [Labor Code § 1774](#), the contractor and any subcontractors, regardless of tier, shall pay not less than the specified prevailing wage rates, as applicable, to all workers employed in the execution of the agreement. [Website link to Labor Code § 1774](#).

Copies of the prevailing rate of per diem wages are on file at the Department of General Services, which shall be made available to all interested parties. Additionally, prevailing

wage rates are available on the DIR website. [Website link to the DIR Prevailing Wage Determination page.](#)

This project is subject to compliance monitoring and enforcement by the DIR.

## **VIII. ECONOMIC SANCTIONS**

Firms submitting an SOQ must be advised of Executive Order N-6-22 Russia Sanctions. On March 4, 2022, Governor Gavin Newsom issued Executive Order (EO) N-6-22 regarding Economic Sanctions against Russia and Russian entities and individuals. "Economic Sanctions" refers to sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law. By submitting a SOQ, the submitting firm represents that it is not a target of Economic Sanctions. Should the State determine the submitter is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for rejection of the Bidder's SOQ any time prior to contract execution, or, if determined after contract execution, shall be grounds for termination by the State.

## **IX. GENAI DISCLOSURE NOTIFICATION CLAUSE**

The State of California seeks to realize the potential benefits of GenAI, through the development and deployment of GenAI tools, while balancing the risks of these new technologies.

Bidder / Offeror must notify the State in writing if it: (1) intends to provide GenAI as a deliverable to the State; or (2), intends to utilize GenAI, including GenAI from third parties, to complete all or a portion of any deliverable that materially impacts: (i) functionality of a State system, (ii) risk to the State, or (iii) Contract performance. For avoidance of doubt, the term "materially impacts" shall have the meaning set forth in [State Administrative Manual \(SAM\) § 4986.2 Definitions for GenAI](#).

Failure to report GenAI to the State may result in disqualification. The State reserves the right to seek any and all relief to which it may be entitled to as a result of such non-disclosure.

Upon notification by a Bidder / Offeror of GenAI as required, the State reserves the right to incorporate GenAI Special Provisions into the final contract or reject bids/offers that present an unacceptable level of risk to the State.

[Government Code 11549.64](#) defines "Generative Artificial Intelligence (GenAI)" as an artificial intelligence system that can generate derived synthetic content, including text, images, video, and audio that emulates the structure and characteristics of the system's training data.

## **X. QUESTIONS**

Technical and contract related questions should be directed to Jennifer Parson, Senior Environmental Planner, at [jennifer.parson@dgs.ca.gov](mailto:jennifer.parson@dgs.ca.gov).



General questions and questions regarding the submission of RFQs should be directed to Therese Dominguez, Contracts Analyst at [therese.dominguez@dgs.ca.gov](mailto:therese.dominguez@dgs.ca.gov).

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