Attachment A: PQVP DS-AD Administrative Requirements Checklist

To minimize the disqualification of RFI Response Submissions Packages due to administrative errors, CDT is providing Vendors the opportunity to submit common administrative documents during an optional Administrative Requirements Submission Open Window (ARSOW) period. The State will evaluate the Vendor's administrative documents during the ARSOW for accuracy and provide Vendors a response, in writing, giving Vendors the opportunity to correct any errors, prior to the final due date to submit Administrative Requirements. Vendors must submit all administrative documents to: ADPQ@state.ca.gov.

Complete this checklist to help confirm the items in your Response. Place a check mark or "X" next to each item that you are submitting to the California Department of Technology.

Administrative Requirement that must be submitted on or before RFI Response Submission Package due date:

☑ Attachment B   PQVP DS-AD Vendor Profile

Vendors selected to be included in the PQVP DS-AD must submit all Administrative Requirements to CDT within ninety (90) calendar days of the PQVP DS-AD Selection Announcement. Failure to submit the Administrative Requirements may cause a Vendor to be removed from PQVP DS-AD:

☐	Attachment C	Contractor Confidentiality Statement
☐	Attachment D	Payee Data Record (STD 204)
☐	Attachment E	Bidder Declaration (GSPD-05-105)
☐	Attachment F	California Secretary of State Certification
☐	Attachment G	California Seller's Permit (if applicable)
☐	Attachment H	Certificate(s) of Insurance
☐	Attachment I	Federal Debarment, Suspension, Ineligibility, and Voluntary Exclusion Certification
☐	Attachment J	Iran Contracting Act Certification
☐	Attachment K	California Civil Rights Laws Certification
☐	Attachment L	Irrevocable Offer Acknowledgement
☐	Attachment M	Substitution of Key Staff Acknowledgement
☐	Attachment N	Cloud Computing Special Provisions Acknowledgement
☐	Attachment O	CMAS General Provisions – Information Technology (GSPD-401IT-CMAS) Acknowledgement
☐	Attachment P	CMAS/GSA Agreement *(All supplements and attachments, including job classification, experience requirements, education requirements, and hourly rates must be included in submission to CDT.)*
☐	Attachment Q	PQVP DS-AD/CMAS Classification Mapping

Attachment B: PQVP DS-AD Vendor Profile

Vendor/Firm Name Forum One	Vendor/Firm Address National Headquarters: 2200 Mt. Vernon Ave Alexandria, VA 22301
Parent Corporation and/or Subsidiaries (if applicable)	
Vendor/Firm Certification Status (if applicable) CMAS Contract 3-14-70-3062A	California Certified Small or Micro Business ☐ California Certified DVBE ☐
Brief Company Overview* Please see attached.	
Primary Contact Name and Title Jim Cashel	Secondary Contact Name and Title Courtney Clark
Primary Contact Address 352 2nd St. E, Sonoma, CA 95476	Secondary Contact Address 12226 Ohio Ave. #2, Los Angeles, CA 90025
Primary Contact Phone Number 415 717 8212	Secondary Contact Phone Number 785 766 5484
Primary Contact Email cashel@ForumOne.com	Secondary Contact Email cclark@ForumOne.com
Vendor/Firm GitHub Repository URL** https://github.com/forumone/CDT-ADPQ	

Provide a Brief Company Overview, including number of years in business, number of employees, nature of business, and description of clients. If additional space is need, another sheet of paper may be attached.

*** If more than one (1) branch is present, then note the specific branch that should be reviewed.*

About Forum One

Forum One <http://www.ForumOne.com> is a full service digital agency which works with influential public sector organizations on issues of importance. Founded in 1996, Forum One comprises ~100 staff based in San Francisco, Los Angeles, Seattle, and Washington, DC.

Forum One services include digital strategy, visual design, information architecture, user testing, web development, data presentation, social media, web analytics, website management, and others. We have particular expertise in open source technologies including Drupal and Wordpress.

Our clients include multilaterals (World Bank, UN); federal agencies (White House, Treasury Department, HHS); state governments (California, Washington, New York), foundations (Gates Foundation, MacArthur Foundation, Pew Trusts), non-profits (Red Cross, Save the Children, Center for Global Development) -- and a long list of other prominent organizations. We have completed over 2000 projects for over 750 organizations. Notable recent projects include:

- Rebuilding the web presence of the US Environmental Protection Agency
- Rebuilding the web presence of the US Peace Corps
- Building a new website for the recently opened Smithsonian Museum of African American History & Culture

Forum one has worked extensively in the state of California, including projects for CHHS, DHCS, CDPH, OSHPD, MHSOAC, and others. We are currently rebuilding the website for the California Air Resources Board. Forum One is on the CMAS schedule (contract 3-14-70-3062A).

Forum One employs agile / scrum methodology for all of its projects, has certified scrummasters on staff, and leads many trainings for clients and other organizations. Forum One staff have also published extensively on web development issues, including the recently released "Drupal 8 Blueprints" guide <https://forumone.com/books/drupal-8-blueprints>

For more information, please visit us at <http://www.ForumOne.com>.