

2. Proposal Modifications After Submission

- a. All proposals are to be complete when submitted. However, an entire proposal may be withdrawn and the proposer may resubmit a new proposal prior to the proposal submission deadline.
- b. To withdraw and/or resubmit a new proposal, follow the instructions appearing in RFP Main, Proposal Requirements and Information, Withdrawal and/or Resubmission of Proposals.

3. Withdrawal and/or Resubmission of Proposals

- a. Withdrawal deadlines

A proposer may withdraw a proposal at any time before the proposal submission deadline.

- b. Submitting a withdrawal request

- 1) Submit a written withdrawal request, signed by an authorized representative of the proposer.
- 2) Label and send the withdrawal request to DHCS in accordance with instructions in RFP Main, Submission of Proposals and Other Related Documents.
- 3) An originally signed withdrawal request is generally required before DHCS will return a proposal to a proposer. DHCS may grant an exception if the proposer informs DHCS that a new or replacement proposal will immediately follow the withdrawal.

- c. Resubmitting a proposal

After withdrawing a proposal, a proposer may submit a new proposal according to the proposal submission instructions. Replacement proposals must be received at the stated place of delivery by the original proposal due date and time.

4. Disposition of Proposals

- a. All materials submitted in response to this RFP will become the property of DHCS and, as such, are subject to the California Public Records Act (PRA)(GC Section 6250, et seq.). DHCS will disregard any language purporting to render all or portions of any proposal confidential.

- b. Upon posting of a Notice of Intent to Award, all documents submitted in response to this RFP and all documents used in the selection process (e.g., review checklists, scoring sheets, letters of intent, etc.) will be regarded as public records under the California Public Records Act (Government Code Section 6250 et seq.) and subject to review by the public. However, these documents shall be held in the strictest confidence until the Notice of Intent to Award is posted.

5. Inspecting or Obtaining Copies of Proposals

- a. Who can inspect or copy proposal materials

Any person or member of the public can inspect or obtain copies of all proposal materials.

- b. What can be inspected / copied and when

- 1) After the Pre-Proposal Web Conference, the sign-in or attendance sheet is a public record and will be available for inspection or copying.
- 2) On or after the date DHCS posts the Notice of Intent to Award, all proposals, Proposers Lists, RFP download lists, conference sign-in/attendance sheet, letters of intent, checklists and/or scoring/evaluation sheets become public records. These records shall be available for review, inspection and copying during normal business hours.

- c. How to obtain proposal materials for inspection or copying

- 1) Persons wishing to obtain and/or inspect any proposal or award-related materials must identify the items they wish to obtain and/or inspect, and submit a request by email to PRAResult@dhcs.ca.gov.

6. Verification of Proposer Information

By submitting a proposal, proposers agree to authorize DHCS to:

- a. Verify any and all claims made by the proposer including, but not limited to, verification of prior experience and the possession of other qualification requirements, and
- b. Check any and all references identified by a proposer or other resources known by DHCS to confirm the proposer's business integrity and history of providing effective, efficient and timely services.