SUBMISSION INSTRUCTIONS

Please use the following instructions to submit your Work Order Solicitation Response in PDF format. The purpose of this document is to ensure that the Respondent has submitted all exhibits with its Response.

**REQUIRED EXHIBITS**

The Response will contain the listed exhibits below as described in Section 9.0, RESPONSE INSTRUCTIONS of the WOS.

LIST OF REQUIRED EXHIBITS EXHIBITS INCLUDED

EXHIBIT 2 – LIST OF PUBLIC ENTITIY CONTRACTS [ ]

EXHIBIT 4 – RESPONSE TO REQUESTED INFORMATION [ ]

 Supporting documentation/attachments (if applicable) ………………. [ ]

EXHIBIT 5 – PROJECT REFERENCES [ ]

EXHIBIT 6 – PENDING LITIGATIONS AND JUDGMENTS [ ]

EXHIBIT 7 – BUDGET [ ]

**RESPONDENT'S DECLARATION AND SIGNATURE**

Respondent acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this Response are made, the Response may be disqualified from consideration. The evaluation and determination in this area will be at the sole judgment of the Director of DHS Contracts and Grants, whose judgment will be final.

**DECLARATION: I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE.**

|  |  |
| --- | --- |
| **RESPONDENT'S NAME:** | **COUNTY WEBVEN NUMBER:** |
|  |  |
| **ADDRESS:** |
|  |
| **PHONE NUMBER:** | **EMAIL:** |
|  |  |
| **INTERNAL REVENUE SERVICE EMPLOYER IDENTIFICATION NUMBER:** | **CALIFORNIA BUSINESS LICENSE NUMBER:** |
|  |  |
| **RESPONDENT OFFICIAL NAME AND TITLE (PRINT):** |
|  |
| **SIGNATURE** | **DATE** |
|  |