



September 19, 2019

Department of Labor & Industry invites interested Bidders to submit proposals in response to the enclosed IFB – Invitation for Bid solicitation #

Please ensure all documents within the solicitation are read thoroughly before submitting your bid. The IFB is comprised of the following:

1. Statement of Work
2. Contract Terms and Conditions
3. Notice of Forthcoming Procurement (NFP)
4. NFP Approval
5. Appendix A: Informational Cover Sheet
6. Appendix B: PA Dept. of Transportation Driving History Request Form
7. Appendix C: Cell Phone Contact Info OVR Drivers
8. Appendix D: Business Associate Addendum (HIPAA)
9. Appendix E: Price Sheet
10. Appendix F: OVR Driver Expense Log
11. Appendix G: Driver Invoice
12. Appendix H: Instructions for Driver Invoice and Expense Log
13. Appendix I: OVR Guidelines
14. Locating and Responding to a Solicitation

Bids will only be accepted electronically. All requirements to be completed and returned as part of the bid submission are outlined in the Statement of Work under Bid Submission. Completed documents must be attached to your electronic IFB in the PA Supplier Portal along with any Addendums posted to the IFB.

Please review the Price Sheet. Transport Services are capped at the identified prices by OVR location, Bidders are asked to provide their Best and Final hourly rate for driver services. Contracts will be awarded to all suppliers found responsible and responsive.

The issuance of a contract is not a guarantee of work assignment. Purchase Orders award values will be determined OVR. No work may begin without the issuance of a purchase order

Prior to submission of the bid, a response must be provided to all the attribute questions as outlined in the Attributes Section of the IFB.

Thank you for your interest in doing business with the Commonwealth of Pennsylvania.

Lori Baker
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