



**pennsylvania**

BUREAU OF DIVERSITY, INCLUSION  
AND SMALL BUSINESS OPPORTUNITIES

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PSERS RFP 2023-2  
CMS Medicare Part D PDP  
Compliance Consulting

Issuing Officer –  
Cathy Gusler  
[cguslerpa.gov](mailto:cguslerpa.gov)

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July 31, 2023 10:00 AM



# What's the Point?



|                                                                                       |                                                                          |
|---------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
|    | <b>Equality is everyone getting a pair of shoes.</b>                     |
|    | <b>Diversity is everyone getting a different type of shoe.</b>           |
|    | <b>Equity is everyone getting a pair of shoes that fits.</b>             |
|    | <b>Acceptance is understanding we all wear different kinds of shoes.</b> |
|  | <b>Belonging is wearing the shoes you want without fear of judgment.</b> |

Engaging Vendors that are representative of the communities served



# Small Diverse Business Enterprise (SDB) and Veteran Business Enterprise (VBE) Jaggaer References:

## Part I - General Information

- I-8. New SDB and VBE Goal Information Session
- I-11. Proposal Requirements

## Part II - Criteria for Selection

- II-1 Mandatory Responsive Requirements

## Part V - Small Diverse Business Participation & Veteran Business Enterprise Participation Information

Appendix G, pg. - SMALL DIVERSE BUSINESS AND VETERAN BUSINESS ENTERPRISE SUMMARY SHEET

- Appendix H, pg. 70 - Small Diverse Business Participation Packet
- Appendix I, pg. 71 - Veteran Business Enterprise Participation Packet

**A Bidder/Offeror's failure to meet the SDB participation goal in full and the VBE participation goal in full, or their failure to receive an approved Good Faith Efforts waiver for any unmet portion of either the SDB or VBE participation goal will result in the rejection of the Bid or Proposal as nonresponsive**



# Solicitation Specific Goals



| PSERS RFP 2023-2 | SDB | VBE |
|------------------|-----|-----|
|                  | 13% | 3%  |

- Available subcontracting opportunities across the entire state for the applicable services,
- Availability of DGS-verified SDB/VBEs to perform commercially useful functions, and
- Historical analysis of similar projects within the last 3 years.

**Primes are welcome to exceed the goal!**



# SDB and VBE Classification

Vendors must self-certify as a Small Business (SB) prior to SDB/VBE validation.

## SB Eligibility Requirements

- The business must be a for-profit, United States business.
- The business must be independently owned.
- The business may not be dominant in its field of operation.
- The business may not employ more than 100 full-time equivalent employees.
- The business may not exceed three-year average gross revenues of \$38.5 Million, regardless of business type (effective 11/1/2018).

## Small Diverse Business (SDB)

Goal oriented

- Woman Business Enterprise (WBE)
- Service-Disabled Veteran Business Enterprise (SDVBE)
- Minority Business Enterprise (MBE)
- LGBT Business Enterprise (LGBTBE)
- Disability-Owned Business Enterprise (DOBE)

## Veteran Business Enterprise (VBE)

Goal oriented

- Veteran Business Enterprise (VBE)
- Service-Disabled Veteran Business Enterprise (SDVBE)

**SDBs and VBEs must be certified/valid as of bid close due date and time.**



# Finding SDB/VBE vendors

- <http://www.dgs.internet.state.pa.us/suppliersearch>
- Access Search Guide - <https://www.dgs.pa.gov/Small%20Diverse%20Business%20Program/Documents/Finding%20SBs%20and%20SDBs.pdf>
- Supplier Search assistance available from Issuing Officer or Bureau of Diversity Procurement Liaison



# Finding SDBs and VBEs

Utilization Compliance will be closely monitored and enforced

The screenshot shows the 'Supplier Search' page of the Pennsylvania Department of General Services. At the top left is the state logo and 'pennsylvania DEPARTMENT OF GENERAL SERVICES'. The page title is 'Supplier Search'. A navigation bar includes 'Home', 'PA eMarketplace', and 'Search Contracts'. A note explains that searches will include suppliers qualified for ITQ contracts and registered with the Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO). There are two search sections: 'Quick Search' with a text input for 'Supplier Name or SAP Number', a 'Search' button, and a 'Reset' button; and 'Advanced Search'. Below the search sections, there is a 'Show 10 entries' dropdown, 'Export to Excel', and 'Reset Search Criteria' buttons. A table header is visible with columns: 'Supplier (click on name to display full record)', 'Contact', 'Address', 'SB Exp Date', 'SDB', and 'COSTARS'.

<http://www.dgs.internet.state.pa.us/suppliersearch>



# Quick Search

**Home** **PA eMarketplace** **Search Contracts**

**Note:** The below searches (Quick Search and Advanced Search) will search suppliers who are qualified for one or more Invitation to Qualify (ITQ) Contracts AND suppliers registered with the Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO) as a small business or small diverse business. Use the Quick Search to search by Vendor Name or Vendor Number. Use the Advanced Search to search by Small, Small Diverse, ITQ Contracts, COSTARS and UNSPC codes.

**Quick Search**

Supplier Name or SAP Number

**IMPORTANT: Always click Reset prior to a new search to clear parameters from previous searches**

**Advanced Search**

Show  entries

| Supplier (click on name to display full record)  | Contact                                                                                | Address       | SB Validity Dates | SDB Validity Dates | VBE Validity Dates | COSTARS |
|--------------------------------------------------|----------------------------------------------------------------------------------------|---------------|-------------------|--------------------|--------------------|---------|
| <a href="#">21ST CENTURY MEDIA NEWSPAPER LLC</a> | ROBERT BUTKINS<br><a href="mailto:sales@nittanyvalley.com">sales@nittanyvalley.com</a> |               |                   |                    |                    | No      |
| <a href="#">22 GROUP, LLC ()</a>                 | Caroline M. Harper                                                                     | 757 PUBLIC RD | 9/23/2019-        | 9/23/2019-         |                    | No      |

To search or browse ALL Small and Small Diverse Businesses by Name OR 6-digit SAP Number (option also available through Advanced Search)





# Advanced Search

| Hierarchy | Category Number |
|-----------|-----------------|
| Segment   | 44000000        |
| Family    | 44120000        |
| Class     | 44121700        |
| Commodity | 44121706        |

**Supplier Classifications**

- Minority Business Enterprise
- Woman Business Enterprise
- LGBT Business Enterprise
- Disabled-Owned Business Enterprise
- Service-Disabled Veteran Business Enterprise
- Veteran Business Enterprise
- Small Business
- Stocking Supplier
- Non-Stocking Supplier
- Select all Classifications
- Select all Small Diverse Business Classifications

Find only vendors that have all selected classifications  
 Find only vendors that have at least one selected classification

**UNSPSC Description**

When searching by UNSPSC code, only enter the first 6 digits (UNSPSC Class Level) as the last 2 digits (Commodity Level) are not tracked in this database. Or, type in any part of a UNSPSC code description to find vendors who have a code that matches. ex: Searching for "landscaping" will find vendors who have selected any code that has "landscaping" anywhere in the description.  
For more information visit [UNSPSC > Home](#)

**UNSPSC Codes**

- 10000000 - Live Plant and Animal Material and Accessories and Supplies
- 11000000 - Mineral and Textile and Inedible Plant and Animal Materials
- 12000000 - Chemicals including Bio Chemicals and Gas Materials
- 13000000 - Resin and Rosin and Rubber and Foam and Film and Elastomeric Materials
- 14000000 - Paper Materials and Products
- 15000000 - Fuels and Fuel Additives and Lubricants and Anti corrosive Materials
- 20000000 - Mining and Well Drilling Machinery and Accessories
- 21000000 - Farming and Fishing and Forestry and Wildlife Machinery and Accessories
- 22000000 - Building and Construction Machinery and Accessories
- 23000000 - Industrial Manufacturing and Processing Machinery and Accessories
- 24000000 - Material Handling and Conditioning and Storage Machinery and their Accessories and
- 25000000 - Commercial and Military and Private Vehicles and their Accessories and Components

Find only vendors that have all selected UNSPSC codes  
 Find only vendors that have at least one selected UNSPSC code

Select one or more classifications. To pull only SDBs, check "Select all Small Diverse Business Classifications" below. To Include SBs, check "Small Business".

Click arrow to expand Segment for additional codes

OR

Browse and select one or more codes. Don't know the codes you want? Search for codes at [www.UNSPSC.org](http://www.UNSPSC.org).



# UNSPSC Commodity Code Search

## UNSPSC Code List

| Hierarchy            | Category Number            | Name                                        |
|----------------------|----------------------------|---------------------------------------------|
| Segment              | <u>44</u> 000000           | Office equipment and accessories & supplies |
| Family               | 44 <u>12</u> 0000          | Office supplies                             |
| Class                | 4412 <u>17</u> 00          | Writing Instruments                         |
| <del>Commodity</del> | <del>441217<u>06</u></del> | <del>Wooden pencils</del>                   |

### UNSPSC Codes

- ▶  43000000 - Information Technology Broadcasting and Telecommunications
- ▶  44000000 - Office Equipment and Accessories and Supplies
  - ▶  44100000 - Office machines and their supplies and accessories
  - ▶  44110000 - Office and desk accessories
  - ▶  44120000 - Office supplies
    - ▶  44121500 - Mailing supplies
    - ▶  44121600 - Desk supplies
    - ▶  44121700 - Writing instruments
    - ▶  44121800 - Correction media
    - ▶  44121900 - Ink and lead refills
    - ▶  44122000 - Folders and binders and indexes
    - ▶  44122100 - Fastening supplies



# UNSPSC Commodity Code Search



Find A Partner

Menu

UNv24.0301 of the UNSPSC Codeset is now available. [Access codesets.](#)

## Search the Code

Version 24.0301  
Code Number: (2-8  
digits)

Code Name:

## Welcome

The **United Nations Standard Products and Services Code® (UNSPSC®)**, managed by GS1 US® for the UN Development Programme (UNDP), is an open, global, multi-sector standard for efficient, accurate classification of products and services.

The UNSPSC offers a single global classification system that can be used for:

- Company-wide visibility of spend analysis
- Cost-effective procurement optimization
- Full exploitation of electronic commerce capabilities



# UNSPSC Commodity Code Search

Write down  
your code  
selections



[HOME](#) [FAQS](#) [SUBSCRIBE](#) [LIBRARY](#) [CODESET-DOWNLOADS](#) [INITIATIVES](#) [EDUCATION](#) [FINDAPARTNER](#)

Version 24.0301

Search Code

Search Title

Search

| Code     | Title                                            |
|----------|--------------------------------------------------|
| 31211900 | Paint applicators and painting accessories       |
| 60121001 | Paintings                                        |
| 60121225 | Watercolor painting mediums                      |
| 60124101 | Multicultural painting products                  |
| 72151300 | Painting and paper hanging services              |
| 72151301 | Residential painting service                     |
| 72151302 | Commercial painting service                      |
| 72151303 | Industrial painting service                      |
| 72151304 | Aircraft painting service                        |
| 72151305 | Bridge painting service                          |
| 72151307 | Ship painting service                            |
| 73181104 | Painting services                                |
| 78181501 | Vehicle body repair or painting service          |
| 78181836 | Aircraft fixed wing coating and painting service |
| 86121502 | Painting                                         |



# Advanced Search

Use multiple filters to restrict your search results to exactly what and where you need.

**PA Counties**

- Grant County
- Clearfield County
- Clinton County
- Columbia County
- Crawford County
- Cumberland County
- Dauphin County
- Delaware County
- Elk County
- Erie County

Select all Counties

Find only vendors that s

Find only vendors that s

**Supplier Classifications**

- Minority Business Enterprise
- Woman Business Enterprise
- LGBT Business Enterprise
- Disabled-Owned Business Enterprise
- Service-Disabled Veteran-Owned Business Enterprise
- Veteran Business Enterprise
- Small Business
- Stocking Supplier
- Non-Stocking Supplier

**UNSPSC Codes**

- 30100000 - Structural components and basic shapes
- 30110000 - Concrete and cement and plaster
- 30120000 - Roads and landscape
- 30130000 - Structural building products
- 30140000 - Insulation
- 30150000 - Exterior finishing materials
  - 30151500 - Roofing materials
  - 30151600 - Roofing accessories
  - 30151700 - Rain gutters and accessories
  - 30151800 - Siding and exterior wall materials
  - 30151900 - Finishing materials and products
  - 30152000 - Fencing

Find only vendors that have all selected UNSPSC codes

Find only vendors that have at least one selected UNSPSC code



# Search Results

Advanced Search

Show 25 entries

Export to Excel Reset Search Criteria

| Supplier (click on name to display full record)                                     | Contact                                                                                                                                                    | Address                                                                                                             | SB Validity Dates     | SDB Validity Dates    | VBE Validity Dates  | COSTARS |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------------|---------------------|---------|
| <a href="#">ADVANCED AUDIO VISUAL SALES INC</a>                                     | JOHN GREENE<br>DIRECTOR OF SALES<br><a href="mailto:John.Green@advancedav.com">John.Green@advancedav.com</a><br>(Phone) 610-719-6194<br>(Fax) 610-692-8421 | 208 CARTER DRIVE SUITE 7<br>WEST CHESTER, PENNSYLVANIA 19382<br>(Phone) 610-719-6194                                |                       |                       |                     | No      |
| <a href="#">ADVANCED BUILDING CONTROLS LLC (DBA ADVANCED BUILDING CONTROLS LLC)</a> | Craig Connelly<br><a href="mailto:CCONNELLY@ADVANCEDBLDGCNTOLS.COM">CCONNELLY@ADVANCEDBLDGCNTOLS.COM</a><br>(Phone) 215-520-9964                           | PO BOX 303<br>HOLICONG, PENNSYLVANIA 18928<br>(Phone) 215-520-9964                                                  | 2/11/2019-2/28/2021   |                       |                     | No      |
| <a href="#">ADVANCED BUILDING PERFORMANCE INC ()</a>                                | Pei Pei Cavalier<br><a href="mailto:PEIPEI@ABPCX.COM">PEIPEI@ABPCX.COM</a><br>(Phone) 301-760-9989                                                         | 11225 HURDLE HILL DR<br>POTOMAC, MARYLAND 20854<br>(Phone) 301-760-9989<br><a href="http://abpcx.com">abpcx.com</a> | 12/20/2019-12/20/2021 | 12/20/2019-12/20/2021 |                     | No      |
| <a href="#">ADVANCED CLEANING SOLUTIONS LLC (ADVANCED CLEANING SOLUTIONS LLC)</a>   | Nicholas Ward<br><a href="mailto:cleanteam@advancedsolutionsPA.com">cleanteam@advancedsolutionsPA.com</a><br>(Phone) 610-597-0012                          | PO BOX 3223<br>ALLENTOWN, PENNSYLVANIA 18106                                                                        | 2/27/2018-3/21/2020   | 2/27/2018-3/31/2020   | 2/27/2018-3/31/2020 | No      |

### Certified Small Businesses

- Advanced Building Controls LLC
- Advanced Building Performance Inc
- Advanced Cleaning Solutions LLC

### Small Diverse Businesses

- Advanced Building Performance Inc
- Advanced Cleaning Solutions LLC

### Veteran Business Enterprise

- Advanced Cleaning Solutions LLC



# Supplier Profile

|                             |                                 |
|-----------------------------|---------------------------------|
| <b>Name:</b>                | ADVANCED CLEANING SOLUTIONS LLC |
| <b>SAP Number:</b>          | 511377                          |
| <b>Doing Business As:</b>   | ADVANCED CLEANING SOLUTIONS LLC |
| <b>Other Names:</b>         |                                 |
| <b>Keywords:</b>            |                                 |
| <b>Web site:</b>            |                                 |
| <b>SB Validity Dates:</b>   | 02/27/2018 - 03/31/2020         |
| <b>SDB Validity Dates:</b>  | 02/27/2018 - 03/31/2020         |
| <b>VBE Validity Dates:</b>  | 02/27/2018 - 03/31/2020         |
| <b>COSTARS Participant:</b> | No                              |

← SB, SDB & VBE Expiration Dates

## Supplier Classifications

- Small Business
- Service-Disabled Veteran Business Enterprise
- Veteran Business Enterprise

← SB, SDB & VBE Classifications

## Contact Information

### Contacts

| Contact Type | Contact Details                                                                                                            | Phone        |
|--------------|----------------------------------------------------------------------------------------------------------------------------|--------------|
| CORPORATE    | Email: <a href="mailto:CLEANTEAM@ADVANCEDSOLUTIONSPA.COM">CLEANTEAM@ADVANCEDSOLUTIONSPA.COM</a>                            |              |
| SB MAIN      | Nicholas Ward<br>Title:<br>Email: <a href="mailto:cleanteam@advancedsolutionsPA.com">cleanteam@advancedsolutionsPA.com</a> | 610-597-0012 |



# Search Results

Advanced Search

Show  entries

[Export to Excel](#) [Reset Search Criteria](#)

| Supplier (click on name to display full record)                                     | Contact                                                                                                                                                    | Address                                                                                                                 | SB Validity Dates     | DB Validity Dates     | VBE Validity Dates  | COSTARS |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------------|---------------------|---------|
| <a href="#">ADVANCED AUDIO VISUAL SALES INC</a>                                     | JOHN GREENE<br>DIRECTOR OF SALES<br><a href="mailto:John.Green@advancedav.com">John.Green@advancedav.com</a><br>(Phone) 610-719-6194<br>(Fax) 610-692-8421 | 208 CARTER DRIVE SUITE 7<br>WEST CHESTER, PENNSYLVANIA 19382<br>(Phone) 610-719-6194                                    |                       |                       |                     | No      |
| <a href="#">ADVANCED BUILDING CONTROLS LLC (DBA ADVANCED BUILDING CONTROLS LLC)</a> | Craig Connelly<br><br><a href="mailto:CCONNELLY@ADVANCEDBLDGCNTOLS.COM">CCONNELLY@ADVANCEDBLDGCNTOLS.COM</a><br>(Phone) 215-520-9964                       | PO BOX 303<br><br>HOLICONG, PENNSYLVANIA 18928<br>(Phone) 215-520-9964                                                  | 2/11/2019-2/28/2021   |                       |                     | No      |
| <a href="#">ADVANCED BUILDING PERFORMANCE INC ()</a>                                | Pei Pei Cavalier<br><br><a href="mailto:PEIPEI@ABPCX.COM">PEIPEI@ABPCX.COM</a><br>(Phone) 301-760-9989                                                     | 11225 HURDLE HILL DR<br><br>POTOMAC, MARYLAND 20854<br>(Phone) 301-760-9989<br><a href="http://abpcx.com">abpcx.com</a> | 12/20/2019-12/20/2021 | 12/20/2019-12/20/2021 |                     | No      |
| <a href="#">ADVANCED CLEANING SOLUTIONS LLC (ADVANCED CLEANING SOLUTIONS LLC)</a>   | Nicholas Ward<br><br><a href="mailto:cleanteam@advancedsolutionsPA.com">cleanteam@advancedsolutionsPA.com</a><br>(Phone) 610-597-0012                      | PO BOX 3223<br><br>ALLENTOWN, PENNSYLVANIA 18106                                                                        | 2/27/2018-3/31/2020   | 2/27/2018-3/31/2020   | 2/27/2018-3/31/2020 | No      |

### Certified Small Businesses

- Advanced Building Controls LLC
- Advanced Building Performance Inc
- Advanced Cleaning Solutions LLC

### Small Diverse Businesses

- Advanced Building Performance Inc
- Advanced Cleaning Solutions LLC

### Veteran Business Enterprise

- Advanced Cleaning Solutions LLC

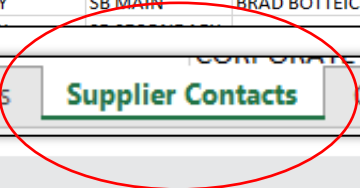
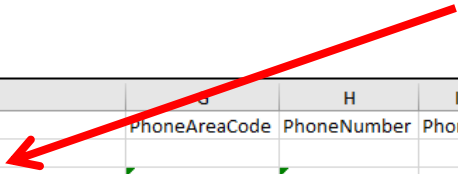




# Excel Export Results – Supplier Contacts

Excel Export Results includes Vendor ID, Supplier Name, Contact Name, Email, Phone, Fax

|    | A          | B                              | C            | D                  | E     | F                                     | G             | H           | I       | J         | K         |
|----|------------|--------------------------------|--------------|--------------------|-------|---------------------------------------|---------------|-------------|---------|-----------|-----------|
| 1  | SAP Number | Supplier Name                  | Contact Name | Name               | Title | Email                                 | PhoneAreaCode | PhoneNumber | PhoneEx | FaxAreaCo | FaxNumber |
| 2  | 104279     | CA WEISS SALES LLC             | CORPORATE    |                    |       | caweiss@comcast.net                   |               |             |         |           |           |
| 3  | 104279     | CA WEISS SALES LLC             | SB MAIN      | KRISTY ZARICHNIAK  |       | kristyz@comcast.net                   | 610           | 4588864     |         | 610       | 4588875   |
| 4  | 119565     | DUFF SUPPLY COMPANY            | CORPORATE    | ALEX DUFFINE       | VP    | DFRANK@DUFFCOMPANY.COM                | 610           | 2754453     | 147     | 610       | 2796299   |
| 5  | 119565     | DUFF SUPPLY COMPANY            | REMITTO      | BARB COHEN         |       | bcohen@duffco.com                     | 610           | 2754453     | 149     | 610       | 2756761   |
| 6  | 119565     | DUFF SUPPLY COMPANY            | SB MAIN      | ALEX DUFFINE       |       | aduffine@duffco.com                   | 610           | 2754453     |         |           |           |
| 7  | 119565     | DUFF SUPPLY COMPANY            | SB SECONDARY |                    |       | info@duffco.com                       |               |             |         |           |           |
| 8  | 122594     | HOUCK SERVICES INC             | CORPORATE    |                    |       | jherrold@houcks.com                   |               |             |         |           |           |
| 9  | 122594     | HOUCK SERVICES INC             | SB MAIN      | JARROD HERROLD     |       | jherrold@houcks.com                   | 717           | 6573302     |         | 717       | 6579805   |
| 10 | 122594     | HOUCK SERVICES INC             | SB SECONDARY |                    |       | kgussler@houcks.com                   |               |             |         |           |           |
| 11 | 134717     | PENN STATE ELECTRIC MECHANICAL | CORPORATE    |                    |       | razmataz33@aol.com                    |               |             |         |           |           |
| 12 | 134717     | PENN STATE ELECTRIC MECHANICAL | SB MAIN      | RAZ SUGARWALA      |       | razmataz33@aol.com                    | 717           | 2992090     |         | 717       | 2992297   |
| 13 | 134717     | PENN STATE ELECTRIC MECHANICAL | SB SECONDARY |                    |       | ksing6027@yahoo.com                   |               |             |         |           |           |
| 14 | 135270     | BARBARA J SALES ASSOC INC      | CORPORATE    |                    |       | barb@barbarajsles.com                 |               |             |         |           |           |
| 15 | 135270     | BARBARA J SALES ASSOC INC      | SB MAIN      | BARBARA SMITH      |       | barb@barbarajsales.com                | 412           | 5233398     |         | 800       | 8137122   |
| 16 | 135270     | BARBARA J SALES ASSOC INC      | SB SECONDARY |                    |       | willsmith@willjservices.com           |               |             |         |           |           |
| 17 | 137893     | IDA YEAGER SALES INC           | CORPORATE    |                    |       | idayeagersales@zoominternet.net       |               |             |         |           |           |
| 18 | 137893     | IDA YEAGER SALES INC           | SB MAIN      | IDA LAQUATRAYEAGER |       | idayeagersales@zoominternet.net       | 724           | 4525260     |         | 724       | 4521072   |
| 19 | 144061     | CONSTRUCTION TOOL SERVICE INC  | CORPORATE    |                    |       | ehuss@constructiontoolservice.com     |               |             |         |           |           |
| 20 | 144061     | CONSTRUCTION TOOL SERVICE INC  | SB MAIN      | BETTY CONNELLY     |       | bconnelly@constructiontoolservice.com | 412           | 6816673     |         | 412       | 6819185   |
| 21 | 144061     | CONSTRUCTION TOOL SERVICE INC  | SB SECONDARY |                    |       | bcgoodwork@aol.com                    |               |             |         |           |           |
| 22 | 145576     | BURKE & MICHAEL INC            | CORPORATE    |                    |       | MARYFRANCES@BURKEANDMICHAEL.COM       |               |             |         |           |           |
| 23 | 145576     | BURKE & MICHAEL INC            | SB MAIN      | MARY FRANCES HOGAN |       | maryfrances@burkeandmichael.com       | 412           | 3212301     |         | 412       | 3214582   |
| 24 | 153927     | COOPER TRADING INC             | CORPORATE    |                    |       | cti@ctipa.com                         |               |             |         |           |           |
| 25 | 153927     | COOPER TRADING INC             | SB MAIN      | PETER COOPER       |       | pete@ctipa.com                        | 724           | 8618830     |         | 724       | 8618832   |
| 26 | 153927     | COOPER TRADING INC             | SB SECONDARY |                    |       | debbie@ctipa.com                      |               |             |         |           |           |
| 27 | 157009     | CONTRACT HARDWARE AND SUPPLY   | CORPORATE    |                    |       | cristil@chsupplyinc.com               |               |             |         |           |           |
| 28 | 157009     | CONTRACT HARDWARE AND SUPPLY   | SB MAIN      | BRAD BOTTEICHER    |       | bradb@chsupplyinc.com                 | 814           | 9412340     |         | 814       | 9412342   |



|           |                    |                          |          |                          |      |               |              |
|-----------|--------------------|--------------------------|----------|--------------------------|------|---------------|--------------|
| Suppliers | Supplier Addresses | <b>Supplier Contacts</b> | Counties | Supplier Classifications | ITQs | ITQ Contracts | UNSPSC Codes |
|-----------|--------------------|--------------------------|----------|--------------------------|------|---------------|--------------|



# Upcoming Supplier Search Training

The training will focus on the basics of the supplier search process including recognizing the UNSPSC Codes Structure, accessing the DGS Supplier Search Database and Searching for Small, Small Diverse and Small Veteran Owned Businesses to gain a better understanding of supplier search results.

The 30-minute sessions will be offered via Teams on-line presentations on the following dates in 2022: **(No RSVP Required)**

**Targeted Audience (External):** Potential prime contractors that conduct business with the commonwealth who want to learn the basics of finding DGS certified small diverse and veteran owned businesses.

- Thursday, June 29<sup>th</sup>, 10:00 am-10:30 am
- Thursday, July 13<sup>th</sup>, 10:00 am – 10:30 am
- Thursday, July 27<sup>th</sup>, 10:00 am – 10:30 am
- Thursday, August 3<sup>rd</sup>, 10:00 am – 10:30 am
- Thursday, August 10<sup>th</sup>, 10:00 am -10:30 am
- Thursday, August 24<sup>th</sup>, 10:00 am – 10:30 am
- Thursday, September 7<sup>th</sup>, 10:00 am – 10:30 am
- Thursday, September 14<sup>th</sup>, 10:00 am – 10:30 am
- Thursday, September 28<sup>th</sup>, 10:00 am – 10:30 am
- Thursday, October 19<sup>th</sup>, 10:00 am – 10:30 am
- Thursday, October 26<sup>th</sup>, 10:00 am – 10:30 am
- Thursday, November 2<sup>nd</sup>, 10:00 am – 10:30 am
- Thursday, November 16<sup>th</sup>, 10:00 am – 10:30 am
- Thursday, November 30<sup>th</sup>, 10:00 am – 10:30 am
- Thursday, December 7<sup>th</sup>, 10:00 am – 10:30 am

Mirosoft Teams meeting

- **Join on your computer or mobile app**

[Click here to join the meeting](#)

Meeting ID: 293 754 842 172

Psscode: Uhqm2D

[Download Teams](#) | [Join on the web](#)

**Or call in (audio only)**

+1 267-332-8737, 690952530# United States, Philadelphia

Phone Conference ID: 690 952 530#

[Find a local number](#) | [Reset PIN](#)

Recording or transcription of this meeting may not occur without consent of all participants, as required by law, and must adhere to Commonwealth policies. For more information click the legal link.

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[BDISBO Events Page](#)



# New Forms and Processes

- SDB/VBE Instructions – *SDB-1/VBE-1* **READ**
- SDB/VBE Participation Submittal – *SDB-2/VBE-2*
- SDB/VBE Utilization Schedule – *SDB-3/VBE-3*
- Letter of Commitment – *SDB 3.1/VBE-3.1*
- Guidance for Good Faith Effort (GFE) Waiver – *SDB-4/VBE-4* **READ**
- GFE Waiver – *SDB-5/VBE-5*



# SDB Submittal Instructions – SDB-1

## SDB-1 INSTRUCTIONS FOR COMPLETING THE SMALL DIVERSE BUSINESS (SDB) PARTICIPATION SUBMITTAL AND SDB UTILIZATION SCHEDULE.

***PLEASE READ BEFORE COMPLETING THESE DOCUMENTS***  
*Bidders/Offerors do not need to return SDB-1 with their SDB Participation Submittal*

The following instructions include details for completing the SDB Participation Submittal (SDB-2) which Bidders or Offerors must submit in order to be considered responsive.

The following instructions also include details for completing the SDB Utilization Schedule (SDB-3), which Bidders or Offerors must submit for any portion of the SDB participation goal the Bidder or Offeror commits to meeting.

**A Bidder/Offeror's failure to meet the SDB participation goal in full or their failure to receive an approved Good Faith Efforts waiver for any unmet portion of the SDB participation goal will result in the rejection of the Bid or Proposal as nonresponsive.**

- I. **SDB Participation Goal:** The SDB participation goal is set forth in the eMarketplace advertisement and also in the Notice to Bidders. The Bidder/Offeror is encouraged to use a diverse group of subcontractors and suppliers from the SDB classifications to meet the SDB participation goal.
- II. **SDB Eligibility:**
  1. **Finding SDB firms:** Offerors can access the directory of **DGS-verified** SDB firms from the DGS Supplier Search directory at: <http://www.dgs.internet.state.pa.us/suppliersearch>.
  2. **Only SDBs verified by DGS** and as defined herein may be counted for purposes of achieving the SDB participation goal. In order to be counted for purposes of achieving the SDB participation goal, the SDB firm, including an SDB prime, **must be DGS-verified for the services, materials or supplies that it has committed to perform on the SDB Utilization Schedule (SDB-3). A firm whose SDB verification is pending or**



# SDB Submittal – SDB-2

## SDB-2 SDB PARTICIPATION SUBMITTAL

**CRITICAL**  
✓ Check One, and Only One, Box

**CLICK ONE, AND ONLY ONE, BOX. FAILURE TO COMPLY WILL RESULT IN REJECTION OF YOUR BID/PROPOSAL.**  
*Click on bold titles to navigate to that specific page.*

|                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> <b>I agree to meet the SDB participation goal in full.</b><br>I have completed and am submitting with my bid or proposal an <b>SDB Utilization Schedule (SDB-3)</b> , which is required in order to be considered for award. | <input type="checkbox"/> <b>I am requesting a partial waiver of the SDB participation goal.</b><br>After making good faith outreach efforts as more fully described in the <b>Guidance for Documenting Good Faith Efforts to Meet the SDB Participation Goal</b> , I am unable to achieve the total SDB participation goal for this solicitation and am requesting a partial waiver of the SDB participation goal.<br><br>I have completed and am submitting with my bid or proposal both of the following, which are required in order to be considered for award:<br><br>1. an <b>SDB Utilization Schedule</b> | <input type="checkbox"/> <b>I am requesting a full waiver of the SDB participation goal.</b><br>After making good faith outreach efforts as more fully described in the <b>Guidance for Documenting Good Faith Efforts to Meet the SDB Participation Goal</b> , I am unable to achieve any part of the SDB participation goal for this solicitation and am requesting a full waiver of the SDB participation goal.<br><br>I have completed and am submitting with my bid or proposal a <b>Good Faith Efforts Waiver Request for</b> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



# SDB Utilization Schedule – SDB-3

**CRITICAL**  
 ✓ Verify SDB/VBE validity

## SDB-3 SDB UTILIZATION SCHEDULE

Show SDBs (including where applicable a prime bidder or offeror is self-performing a portion of the work) that will meet the SDB participation goal (add additional pages if necessary). Submit a **Letter of Commitment (SDB-3-1)** for each SDB subcontractor, supplier, or manufacturer (add additional Letters of Commitment as necessary).

| SDB Name<br>SAP Vendor Number<br>(6-digit number provided by SDB)<br>SDB Verification Number<br>(located on DGS SDB verification) | Type of SDB<br>(check all that apply)                                                                                                                              | Description of Work to be Performed<br>(Statement of Work/Specification reference) | % Commitment<br>(or % of work to be self-performed by SDB bidder/offeror) | Dollar Value of Commitment (after applying any calculation per SDB-1, Section IV, Calculating SDB participation) |
|-----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|---------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| Name: <u>ABC IT Solutions</u><br>SAP Vendor Number: <u>123456</u><br>SDB Verification Number: <u>123456-2016-09-SB-M</u>          | MBE                                                                                                                                                                | IT staffing resources                                                              | %                                                                         | \$                                                                                                               |
| Name: _____<br>SAP Vendor Number: _____<br>SDB Verification Number: _____                                                         | <input type="checkbox"/> MBE<br><input type="checkbox"/> WBE<br><input type="checkbox"/> LGBTBE<br><input type="checkbox"/> DOBE<br><input type="checkbox"/> SDVBE |                                                                                    | %                                                                         |                                                                                                                  |
| Name: _____<br>SAP Vendor Number: _____<br>SDB Verification Number: _____                                                         | <input type="checkbox"/> MBE<br><input type="checkbox"/> WBE<br><input type="checkbox"/> LGBTBE<br><input type="checkbox"/> DOBE<br><input type="checkbox"/> SDVBE |                                                                                    | %                                                                         |                                                                                                                  |
| Name: _____<br>SAP Vendor Number: _____<br>SDB Verification Number: _____                                                         | <input type="checkbox"/> MBE<br><input type="checkbox"/> WBE<br><input type="checkbox"/> LGBTBE<br><input type="checkbox"/> DOBE<br><input type="checkbox"/> SDVBE |                                                                                    | %                                                                         |                                                                                                                  |
| Name: _____<br>SAP Vendor Number: _____<br>SDB Verification Number: _____                                                         | <input type="checkbox"/> MBE<br><input type="checkbox"/> WBE<br><input type="checkbox"/> LGBTBE<br><input type="checkbox"/> DOBE<br><input type="checkbox"/> SDVBE |                                                                                    | %                                                                         |                                                                                                                  |
| Attach additional sheets if necessary                                                                                             |                                                                                                                                                                    |                                                                                    | Total % SDB commitment: 0                                                 | Total \$ amount: \$0                                                                                             |



# Letter of Commitment SDB-3.1

**CRITICAL**  
 ✓ Complete all shaded areas.

**SDB-3-1  
 LETTER OF COMMITMENT**

As confirmation of the commitment by the prime Bidder or Offeror  
 (SDB) on the below-referenced Solicitation/Project.

Organization Name: \_\_\_\_\_

|                  | Bidder/Offeror Information | SDB Information |
|------------------|----------------------------|-----------------|
| Address          |                            |                 |
| Point of Contact |                            |                 |
| Telephone number |                            |                 |
| Email address    |                            |                 |

Services/Supplies and Time Frame. If Bidder/Offeror is the successful vendor, the SDB shall perform or provide the following services or supplies during the term of the prime contract, as more specifically set forth below:

|                                                                    |  |
|--------------------------------------------------------------------|--|
| Services or supplies the VBE will provide:                         |  |
| Specific Time Frame the VBE will provide the services or supplies: |  |

Dollar Value of Commitment. These services or supplies represent \$ \_\_\_\_\_ for the term of the contract.

SDB verified. By signing below, the SDB represents that it meets the SDB requirements set forth in the Solicitation and all required documentation has been provided to the Bidder/Offeror for its SDB submission.

|              |              |
|--------------|--------------|
| Sincerely,   | Acknowledged |
| _____        | _____        |
| Printed name | Printed name |

**SDB to expect a letter and SIGN it!**



# Guidance to Document GFE SDB-4

## READ, READ, READ

- The ability or desire of a prime contractor to perform the work of a contract with its own organization does not relieve the Offeror of the responsibility to make Good Faith Efforts to meet the stated participation goal.
- Prime must complete all components of the GFE paperwork. Details/Evidence are important, proof is required.
- Carefully review SDB and VBE submittal Instructions, specifically Section VI of SDB/VBE-1 which lists pertinent items as Fatal errors.





# Good Faith Efforts Packet SDB-5

## Good Faith Efforts (GFE) Partial or Full Waiver

- Identified Items of Work Applicant Made Available to SDBs (Part 1)
- Identified SDBs and Record of Solicitations (Part 2)
- SDB Outreach Compliance Statement (Part 3)
- Additional Information Regarding Rejected SDB Quotes (Part 4)
- SDB Subcontractor Unavailability Certificate (Part 5)



# SDB GFE Documentation – SDB-5

## SDB-5

### GOOD FAITH EFFORTS DOCUMENTATION TO SUPPORT WAIVER REQUEST OF SDB PARTICIPATION GOAL

|                                             |  |
|---------------------------------------------|--|
| <b>Project Description:</b>                 |  |
| <b>Commonwealth Agency Name:</b>            |  |
| <b>Solicitation #:</b>                      |  |
| <b>Solicitation Due Date and Time:</b>      |  |
| <b>Bidder/Offeror Company Name:</b>         |  |
| <b>Bidder/Offeror Contact Name:</b>         |  |
| <b>Bidder/Offeror Contact Email:</b>        |  |
| <b>Bidder/Offeror Contact Phone Number:</b> |  |

Complete all five parts

#### Part 1 – Identified Items of Work Offeror Made Available to SDBs

Identify those items of work that the Offeror made available to SDBs. This includes, where appropriate, those items the Offeror identified and subdivided into economically feasible units to facilitate the SDB participation. For each item listed, show the anticipated percentage of the total contract amount. It is the Offeror's responsibility to demonstrate that enough work to meet the SDB participation goal was made available to SDBs, and the total percentage of the items of work identified for SDB participation met or exceeded the SDB participation goal set for the procurement.

| Identified Items of Work | Was this work listed in the solicitation?                   | Does Offeror normally self-perform this work?               | Was this work made available to SDB Firms? If not, explain why. |
|--------------------------|-------------------------------------------------------------|-------------------------------------------------------------|-----------------------------------------------------------------|
|                          | <input type="checkbox"/> yes<br><input type="checkbox"/> no | <input type="checkbox"/> yes<br><input type="checkbox"/> no | <input type="checkbox"/> yes<br><input type="checkbox"/> no     |



# GFE Waiver – Part 1

## Identify Items of Work Offeror Made Available to SDBs

**CRITICAL**  
 ✓ List all components of work offered for subcontracting.

that the Offeror made available to SDBs. This includes, where appropriate, those items the Offeror identified possible units to facilitate the SDB participation. For each item listed, show the anticipated percentage of the total that enough work to meet the SDB participation goal was made available to SDBs, and the total percentage of SDB participation met or exceeded the SDB participation goal set for the procurement.

| Work | Was this work listed in the solicitation?                   | Does Offeror normally self-perform this work?               | Was this work made available to SDB Firms? If not, explain why. |
|------|-------------------------------------------------------------|-------------------------------------------------------------|-----------------------------------------------------------------|
|      | <input type="checkbox"/> yes<br><input type="checkbox"/> no | <input type="checkbox"/> yes<br><input type="checkbox"/> no | <input type="checkbox"/> yes<br><input type="checkbox"/> no     |
|      | <input type="checkbox"/> yes<br><input type="checkbox"/> no | <input type="checkbox"/> yes<br><input type="checkbox"/> no | <input type="checkbox"/> yes<br><input type="checkbox"/> no     |
|      | <input type="checkbox"/> yes<br><input type="checkbox"/> no | <input type="checkbox"/> yes<br><input type="checkbox"/> no | <input type="checkbox"/> yes<br><input type="checkbox"/> no     |
|      | <input type="checkbox"/> yes<br><input type="checkbox"/> no | <input type="checkbox"/> yes<br><input type="checkbox"/> no | <input type="checkbox"/> yes<br><input type="checkbox"/> no     |
|      | <input type="checkbox"/> yes<br><input type="checkbox"/> no | <input type="checkbox"/> yes<br><input type="checkbox"/> no | <input type="checkbox"/> yes<br><input type="checkbox"/> no     |

Attach additional sheets if necessary.



# GFE Waiver – Part 2

## Identified SDBs and Record of Solicitations

**CRITICAL**  
 ✓ Specifics and Details  
 are important

Offeror must provide quotes for the Identified Items of Work made available for SDB participation. Include the name of the SDB for which quotes were solicited, date and manner of initial and follow-up solicitations, whether the SDB provided a quote, and whether the SDB was being used toward meeting the SDB participation goal. SDBs used to meet the SDB participation goal must be listed on the Solicitation Schedule (SDB-2).

Copies of all written solicitations and documentation of follow-up calls to SDBs must be attached to this form. For each Identified SDB below, Offeror should submit an SDB Subcontractor Unavailability Certificate signed by the SDB or a statement from the Offeror that the SDB refused to sign the SDB Subcontractor Unavailability Certificate.

| Name of Identified SDB and Classification                                                                                                                                           | Describe Item of Work Solicited | Initial Solicitation Date & Method                                                                           | Follow-up Solicitation Date & Method                                                                         | Details for Follow-up Calls                                    | Quote Received?                                             | Quote Used?                                                 | Reason Quote Rejected                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|-------------------------------------------------------------|-------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| SDB Name:<br><br><input type="checkbox"/> MBE<br><input type="checkbox"/> WBE<br><input type="checkbox"/> LGBTBE<br><input type="checkbox"/> DOBE<br><input type="checkbox"/> SDVBE |                                 | Date:<br><br><input type="checkbox"/> mail<br><input type="checkbox"/> email<br><input type="checkbox"/> fax | Date:<br><br><input type="checkbox"/> mail<br><input type="checkbox"/> email<br><input type="checkbox"/> fax | Date and Time of Call:<br><br>Spoke with:<br><br>Left Message: | <input type="checkbox"/> yes<br><input type="checkbox"/> no | <input type="checkbox"/> yes<br><input type="checkbox"/> no | <input type="checkbox"/> Used other SDB<br><input type="checkbox"/> Used non-SDB<br><input type="checkbox"/> Self performing |
| SDB Name:<br><br><input type="checkbox"/> MBE<br><input type="checkbox"/> WBE<br><input type="checkbox"/> LGBTBE<br><input type="checkbox"/> DOBE<br><input type="checkbox"/> SDVBE |                                 | Date:<br><br><input type="checkbox"/> mail<br><input type="checkbox"/> email<br><input type="checkbox"/> fax | Date:<br><br><input type="checkbox"/> mail<br><input type="checkbox"/> email<br><input type="checkbox"/> fax | Date and Time of Call:<br><br>Spoke with:<br><br>Left Message: | <input type="checkbox"/> yes<br><input type="checkbox"/> no | <input type="checkbox"/> yes<br><input type="checkbox"/> no | <input type="checkbox"/> Used other SDB<br><input type="checkbox"/> Used non-SDB<br><input type="checkbox"/> Self performing |

Attach additional sheets as necessary.



# GFE Waiver – Part 3

## SDB Outreach Compliance Statement

**CRITICAL**  
✓ Documentation for  
Part 1

1. List the Identified Items of Work for subcontracting opportunities for the solicitation along with specific work categories:

2. Attach to this form copies of written solicitations (with Bid or Proposal instructions) used to solicit Identified SDBs for these subcontract opportunities.

3. Offeror made the following attempts to contact the Identified SDBs:

4. Bonding Requirements (Please Check One):

This project does not involve bonding requirements.

Offeror assisted Identified SDBs to fulfill or seek waiver of bonding requirements.  
(DESCRIBE EFFORTS):

5. Pre-Bid/Proposal Conference or Supplier Forum (Please Check One):



# GFE Waiver – Part 4

## Additional Information Regarding Rejected SDB Quotes

**CRITICAL**  
 ✓ Documentation for  
 Part 2

Part 2 indicates that an SDB quote was rejected because the Offeror is using a non-SDB or is self-performing the work. For the Identified Items of Work, state whether the work will be self-performed or performed by a non-SDB, and if performed by a non-SDB, provide the name of the non-SDB firm. Also include the names of all SDBs and non-SDB firms that provided a quote and the amount of

| Describe Identified Items of Work not being performed by SDBs (include specific section from bid or proposal) | Self-performing or using non-SDB (provide name of non-SDB if applicable)                    | Amount of non-SDB quote \$ | Name of other firms that provided quotes and whether they are SDB         | Amount quoted \$ | Reason why SDB quote was rejected along with brief explanation                                            |
|---------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|----------------------------|---------------------------------------------------------------------------|------------------|-----------------------------------------------------------------------------------------------------------|
|                                                                                                               | <input type="checkbox"/> self-performing<br><input type="checkbox"/> using Non-SDB<br>Name: |                            | <input type="checkbox"/> SDB<br><input type="checkbox"/> Non-SDB<br>Name: |                  | <input type="checkbox"/> price<br><input type="checkbox"/> capabilities<br><input type="checkbox"/> other |
|                                                                                                               | <input type="checkbox"/> self-performing<br><input type="checkbox"/> using Non-SDB<br>Name: |                            | <input type="checkbox"/> SDB<br><input type="checkbox"/> Non-SDB<br>Name: |                  | <input type="checkbox"/> price<br><input type="checkbox"/> capabilities<br><input type="checkbox"/> other |
|                                                                                                               | <input type="checkbox"/> self-performing<br><input type="checkbox"/> using Non-SDB<br>Name: |                            | <input type="checkbox"/> SDB<br><input type="checkbox"/> Non-SDB<br>Name: |                  | <input type="checkbox"/> price<br><input type="checkbox"/> capabilities<br><input type="checkbox"/> other |
|                                                                                                               | <input type="checkbox"/> self-performing<br><input type="checkbox"/> using Non-SDB<br>Name: |                            | <input type="checkbox"/> SDB<br><input type="checkbox"/> Non-SDB<br>Name: |                  | <input type="checkbox"/> price<br><input type="checkbox"/> capabilities<br><input type="checkbox"/> other |



# GFE Waiver – Part 5

## Subcontractor Unavailability Certificate

**CRITICAL**  
✓ Required for each vendor listed in Part 1

\_\_\_\_\_ is hereby certified that the firm of \_\_\_\_\_  
(Name of SDB)

located at \_\_\_\_\_  
(Number) (Street)

\_\_\_\_\_  
(City) (State) (Zip)

was offered an opportunity to bid on Solicitation No. \_\_\_\_\_

by \_\_\_\_\_  
(Name of Prime Contractor's Firm)

\*\*\*\*\*

2. \_\_\_\_\_ (SDB), is either unavailable for the work/service or unable to prepare a Proposal for this project for the following reason(s):

\_\_\_\_\_

\_\_\_\_\_  
(Signature of SDB's Representative) (Title) (Date)



# Best Practices

## Do's

- Read the solicitation and all instructions completely.
- Submit SEPARATE SDB and VBE submittal forms.
- Validate subcontractor SDB/VBE status in DGS Supplier Database.
- Ensure that all appropriate forms are completed and signed correctly.
- Submit questions early per the solicitation requirements.

## Don'ts

- Make any assumptions.
- Copy SDB submittal paperwork. Download and complete the VBE submittal separately, titles and accuracy matter.
- Skip any portion of the GFE request documentation.
- Forget to verify subcontractor status as current SDB/VBE in DGS Supplier Database.





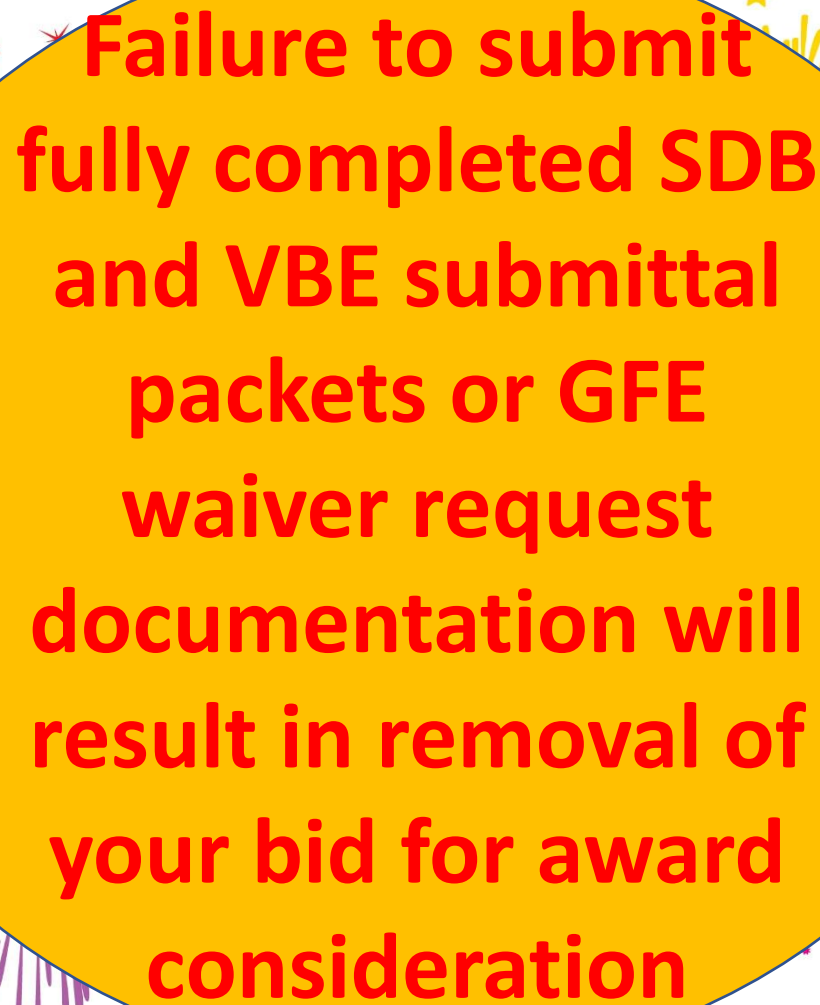
# Important Notes

## NEW Prompt Payment Terms (non- construction) – 7/1/2023

- Bidder/Offeror shall pay SDB/VBEs, after receipt of a proper invoice and all other required documentation from an SDB/VBE, within 10 days after receipt of payment from the Commonwealth.
- Model Form SDB/VBE Subcontractor Agreement - is provided for informational purposes only. To be completed by award winning vendor only.



# REMINDER



**Failure to submit  
fully completed SDB  
and VBE submittal  
packets or GFE  
waiver request  
documentation will  
result in removal of  
your bid for award  
consideration**



# Questions?



# BDISBO Contact Info

## **Bureau of Diversity, Inclusion and Small Business Opportunities**

North Office Building  
401 North Street, Room 611  
Harrisburg, PA 17120-0500  
717.783.3119

[GS-BDISBO@pa.gov](mailto:GS-BDISBO@pa.gov)

